

ROBBINS LIBRARY, ARLINGTON, MASSACHUSETTS



3 4860 00739 8818

Property of
Robbins Library
Arlington, Mass.



Digitized by the Internet Archive
in 2017 with funding from
Boston Public Library

<https://archive.org/details/townofarlingtona1999arli>



Town of Arlington Massachusetts 1999 Annual Report

Board of Selectmen

John W. Hurd, Chairman
Kathleen Kiely Dias, Vice Chairman
Charles Lyons
Kevin F. Greeley
Diane M. Mahon

Town Manager

Donald R. Marquis

❖ TABLE OF CONTENTS ❖

EXECUTIVE SERVICES	5	PUBLIC WORKS AND ENVIRONMENTAL QUALITY	60
Board of Selectmen		Public Works	
Town Manager		Recycling & Household Hazardous Waste Committee	
CENTRAL MANAGEMENT SERVICES	9	Conservation Commission	
Personnel		CULTURAL AND HISTORICAL ACTIVITIES	66
Affirmative Action		Arlington Arts Council	
Legal		Arlington Historical Commission	
FINANCIAL MANAGEMENT SERVICES	11	Arlington Historic District Commissions	
Finance Committee		Cyrus E. Dallin Art Museum	
Town Comptroller & Coordinator of Data Processing		COMMUNITY SAFETY.....	71
Budget – Miscellaneous		Police	
Board of Assessors		Fire	
Assessment Data		Support Services	
Recapitulation of the Tax Rate		COMMUNITY DEVELOPMENT	81
Revenues and Expenditures		Planning and Community Development and Redevelopment Board	
Audited Financial Statements		Zoning Board of Appeals	
HUMAN SERVICES	37	Arlington Housing Authority	
Administration		Vision 2020	
Whittemore Robbins House		Open Space Committee	
Arlington Youth Consultation Center		Arlington Bicycle Advisory Committee	
Board of Youth Services		Metropolitan Area Planning Council	
Alcohol and Drug Education Program		LEGISLATIVE.....	93
Council on Aging		Town Moderator	
Fair Housing		Town Meeting Members	
Human Rights Commission		Town Meeting Report	
Commission on Disability		TOWN CLERK AND ELECTIONS.....	100
Board of Health		Town Clerk	
Veterans' Services		Board of Registrars of Voters	
Recreation		Voting Results	
Park and Recreation Commission		TOWN DIRECTORY	106
EDUCATION AND LIBRARIES	52	Town Officials and Committees	
Robbins Library and Board of Trustees		ARLINGTON REFERENCE GUIDE	111
Arlington Public Schools		ARLINGTON INFORMATION.....	112
Minuteman Regional High School – School of Applied Arts and Sciences			

CREDITS / ACKNOWLEDGEMENTS

The following people have contributed to the production of this report: *Editing and Typesetting:* Teresa H. DeBenedictis and Nancy T. Galkowski. Cover photograph of Brackett Elementary School by Dominic Vecchione AIA, Drummey Rosane Anderson Inc.. *Cover Design and Printing:* Eagle Graphics, Inc.. Thanks to all Department Heads, and Chairpersons of all Boards, Committees, and Commissions for their reports. Special thanks to Marjorie Cabral.
Published: April 2000

Board of Selectmen

Board of Selectmen	1999	2000
Administration & Licensing Budget:	\$139,902	\$160,221
Personnel, Full Time:	3	3
Part time:	1	1
Elections and Town Meeting	\$76,289	\$74,990
Annual Report	\$10,000	\$8,000
Audit	\$32,500	\$32,500

The Arlington Board of Selectmen is composed of five part-time individuals who are entrusted with the responsibility to set policy and oversee the management of the municipal functions of local government. The Board is pleased to submit to the residents of Arlington our annual report for 1999.

The Board is most appreciative of the citizens of Arlington active in the civic affairs in our community, making it a quality place to live. From participating in Vision 2020, to serving on committees and commissions, to public service as a Town Meeting Member, Arlington's greatest asset is the involvement of many people in community services. Many others coach youth sports, participate in scouting, or are active members of their church. A quality, active, engaged citizenry is the rock upon which our cherished democracy is built.

The Board is also indebted to the hundreds of municipal and school employees who provide the important basic public services to our residents. Led by Town Manager Donald R. Marquis, the Board applauds the quality performance exhibited by these public servants. Arlington's crime rate continues to decrease, test scores for students in our public schools are comparatively high, and the beauty of our town continues to improve.

Some of the highlights in 1999 include the following:

- ❖ The Board began the long process of starting the search to replace our current Town Manager. Mr. Donald R. Marquis will retire in November of 2000 after having served as Town Manager for 33 years. Mr. Marquis' service to Arlington is unparalleled in any community and the Board is very clear that it will be difficult to find a worthy successor to lead Arlington in the 21st Century. The Board appointed a Citizen's Advisory Committee comprised of ten individuals from the community, charged with the assisting the Board in the search and particularly with citizen outreach. The Board feels very passionately that the community must feel a sense of ownership and connection to the town's highest appointed official, the Town Manager. With the assistance of the Citizen's Advisory Committee the Board plans on conducting final interviews for the position in August of 2000.
- ❖ Town Day 1999 was truly exceptional. Under the leadership of co-chairs Rene Tsoukalas and Kathleen Darcy the event was very well organized and residents enjoyed over 220 displays. This year's Town Day was also special because of a visiting delegation of Japanese guests from Arlington's sister city of Nagaokakyo. This year marked the twenty-fifth anniversary of the relationship between our two cities. The Japanese performed traditional dances on center stage dressed in full ceremonial costume. The Selectmen hosted a dinner for our guests sponsored by Mount. Auburn Hospital at the Whittemore Robbins House on the evening of Town Day. The evening was capped off by watching the fireworks fired off from Spy Pond.
- ❖ The Board worked with Boston Edison and Bell Atlantic to help develop a more efficient approach to the repair of area utility poles. The Board recognized that as telecommunications becomes more and more complex the burden on utility poles to carry the associated attachments would place greater burden on our utility poles and thus create a public safety issue. Selectman Hurd was delegated to work with representatives of the companies to develop a comprehensive listing of poles in need of repair and replacement.



Board of Selectmen

Seated l to r: Kathleen Kiely Dias, Vice-Chairman, John W. Hurd, Chairman, Diane Mahon; Standing l to r: Charles Lyons, and Kevin F. Greeley

Town Manager

Town Manager	1999	2000
Budget:	\$301,631	\$314,464
Personnel, Full Time:	5	5

On November 1st, 2000 I will have been Town Manager in Arlington thirty-four years. They have been good years for both the town and me. During those years, I have focused my attention to accomplish the following:

- ❖ Reorganizing the town's administrative structure, reducing department heads from twenty-seven to seven, providing a workable, efficient, and effective span of control;
- ❖ Reviewing ways to increase revenue sharing from both the state and federal governments, providing the catalyst for the successful passage of Question Five on the State-wide ballot in 1990, calling for forty percent of the growth tax to go to the cities and towns, and developing the strategy and leadership in 1977 to retain Community Development Block Grant funds for Arlington and seven other communities in five states generating over \$30 million to the town to date;
- ❖ Renovating or replacing all school and town buildings to keep our town well maintained and attractive to potential new residents;
- ❖ Redeveloping the business community by blending the new with the old and encouraging residents to visit our shops and eat at our many fine restaurants;
- ❖ Renewing and renovating much of our housing stock to the point where we have very few dilapidated houses in the community;
- ❖ Restoring the Winfield Robbins Memorial Garden adjacent to the Town Hall and the landscaping designed in 1938-1939 by the Olmsted Brothers using Federal Grant revenues ensuring the preservation of that most important landmark in our history;
- ❖ Retaining and restoring many other historic landmarks including the erection of the Uncle Sam statue, the symbol of our country;
- ❖ Renovating all our parks, playgrounds, and fields periodically, providing the best recreational facilities the town can offer its citizens;
- ❖ Reclaiming our former sanitary landfill at Reed's Brook and converting it to provide passive and active recreation including two soccer fields, a little league field, picnic areas, and a holding area for flood control, etc.;
- ❖ Renewing all our infrastructure such as water mains, sewer lines, streets, and facilities on a regular basis;
- ❖ Reevaluating all town services after the passage of Proposition 2 1/2, which forced a reduction of over \$4 million in revenues, without resorting to devastating service cuts;
- ❖ Removing the abandoned Boston & Maine railroad bed and replacing it with the most heavily-used bicycle trail in the United States, thereby eliminating an existing eyesore, and turning it into a wonderful asset which connects many of our parks and playgrounds and provides an attractive artery for recreational purposes and to reach Alewife Station and all parts of Boston and other suburbs;
- ❖ Recycling as much as we can to reduce as much of our solid waste as possible because it makes sense economically and environmentally;
- ❖ Removing as much intersection concrete as possible and beautifying the business and residential areas with flowers and attractive landscaping with the help of the business community, neighborhood groups, and individual citizens;
- ❖ Reclaiming many roadway areas in our cemetery to extend its life by at least fifteen years and making plans to add another fifty or more years of cemetery space;
- ❖ Recapturing the control of our ice rink twenty-five years ago and turning it into a well-run facility without spending one penny of the property tax;
- ❖ Replacing our antiquated police and fire communications system with an up-to-date E911 response system where the caller's name, address, and telephone number appear on the screen to ensure proper emergency response;
- ❖ Reenacting for the last twenty-five years our holiday candlelight ceremony;
- ❖ Rededicating our commitment to establish and maintain a strong mentoring program for over thirty interns and administrative assistants, many who have become managers in Massachusetts and elsewhere in the country. Arlington is near the top, if not number one, on the list nationwide for having had so many young people interested in training here for public management. We all learned from them as well as they from us;

- ❖ Revisiting and reshaping our mission as a community - Vision 2020, established over ten years ago, is a unique, long-range planning process involving thousands of residents at the grass roots level. This constant, dynamic communication process will ensure that the town will do the right thing in the years ahead by all working together as a totally open, forward-looking, progressive, and desirable community;
- ❖ Refining and fine-tuning our Annual Report - Arlington received the first place award this year in the statewide Massachusetts Municipal Association's Annual Report contest. For the last twenty-five years Arlington has placed first thirteen times; second seven times; and third three times, giving the town the best record of achievements in town reports statewide;
- ❖ Residing and owning in Arlington, one of the best investments for all of us;
- ❖ Renewing and recommitting our efforts to provide the citizens the most efficient and effective government possible.



Donald R. Marquis, Town Manager

We can all ask ourselves a very familiar and famous question:- Are we better off now than back then? I believe the answer is a definite yes.

Four years ago, I was fortunate enough to have been appointed to the Public Employee Retirement Administration Commission (PERAC), which has jurisdiction over the entire State Pension System for all public employees. This pension system, created in the early 1900's, is a very good system but must be changed to meet today's needs. We know, for example, that today's workers will change jobs at least six times in their working life and they should not be penalized for doing so. A thorough review of our entire pension system is ongoing and major recommendations will be made to the Legislature and Governor in late spring.

We in Arlington are very fortunate in having had the wisdom, twenty-five years ago, to move away from a pay-as-you-go retirement system to a funded one. As a result, we now have approximately \$120 million in our retirement trust fund. Ten years from now we expect to be fully funded and will be able to substantially reduce our pension appropriation. At that point, we should be able to reallocate more financial resources to help fund our health care obligations.

As a member of PERAC, I have strongly advocated that we begin now to plan to properly fund our health care costs. To that end, I have proposed legislation that would create a state/municipal partnership to meet our future health care obligations. Currently the state is expected to receive \$8 billion in the next twenty-five years from the national tobacco settlement agreement amounting to \$320 million annually.

I am proposing that the state offer a small part of those tobacco funds as grants to any city or town that wants to begin to fund their health care obligations for the future. So, if Arlington wanted to appropriate \$100,000 to meet its future health care obligations, the state would match that amount dollar for dollar. In other words, we could do for health care, with the state's help, what we did for our pension system twenty-five years ago. I feel this is absolutely necessary because at the rate the health care costs are increasing every year, the town will not be able to fund its health care insurance costs for active or retired employees twenty or thirty years from now. We should also, at the same time, make it possible for employees to establish their own pre-tax individual medical care account to help them fund their share of their health insurance costs. I am very optimistic that the legislature and the Governor will pass such legislation this year.

On a philosophical note, I have often thought sitting in my office just two hundred feet from Massachusetts Avenue how so much of our country's early history took shape here in Arlington. I thank God for our founding fathers who had such foresight in creating the greatest democracy the world has ever known. How fortunate we have been to have had Presidents like George Washington, the Father of our Country, without whom, most likely, we would not have gained our freedom when we did; Abraham Lincoln who surely preserved our nation and kept us united; FDR who led us through the Great Depression and saved us from Nazism. Yes, indeed, this is truly the best country in the world, and we should all be thankful and grateful for what was given to us and to work hard to protect and preserve it

As I prepare to leave, I must tell you what I have told many people in the past. I became interested in being a Town Manager when I was fourteen years old back in my hometown of Brunswick, Maine, and I have

never regretted sticking to my dream. Through the years many have asked how I could possibly do this job day in and day out, and I always say I can't imagine doing anything else – and that is the truth!

Finally, there are many people I want to thank: – members of the various Boards of Selectmen, boards and commissions, department heads, fellow town employees, and my staff, past and present -- the best you could find anywhere. Last but not least, I want to thank the citizens of Arlington for giving me the opportunity to serve them. I can tell you it has been my pleasure, and my stay as Town Manager has been most fulfilling. Again, thank you all so very much.



Personnel Department

Personnel	1999	2000
Budget:	\$115,464	\$191,110
Personnel, Full Time:	3	5

The Personnel Department serves all of the employees of the town that are appointed by the Board of Selectmen, the Town Manager, the Comptroller, the Town Treasurer, the Town Clerk, and the Board of Assessors. The purpose of the department is to administer the town's compensation and benefits programs. Additionally, the department deals with a wide variety of issues relative to quality of life in the workplace and seeks to improve the effectiveness of town services by recruiting the best employees and reviewing and improving the organizational structure of departments.

The department handled personnel transactions relating to forty-one positions. This includes retirements, resignations, promotions, vacancy postings and advertisements, interviewing, selection, and enrollment of new employees. More than two-thirds of these transactions were for positions within the Department of Public Works, with the others in Community Safety, Human Services, Library Services, and one in the Treasurer's Office.

The town did not hire any new police officers or firefighters in 1999. In the spring the State's Department of Human Resources held an examination for the position of municipal police officers. The test scores were published in the fall. At year-end, the town had filed a requisition with the State to hire as many as five new police officers. Interviews are scheduled for early 2000. The town anticipates filing a requisition for three firefighters. These candidates will be selected off a list that was established in the fall of 1998. In October of 1999, the Human Resources Division began accepting applications for a new Firefighters exam, with a registration closing date in February 2000.

In accordance with the bylaws, the Personnel Director reviewed reclassification requests in the month of September. Three employees applied for reclassification. The Personnel Director did not grant any of these requests for reclassification. Employees whose requests are denied have the option of appealing to the Personnel Board. This board is composed of three residents with career experience in Human Resources who are not employed by the town.

The town began the process of doing a system-wide classification study this year. The scope of the study encompasses all positions in the town, with the exception of police officers and firefighters. In the spring, the MMA Consulting Group was retained to conduct this study. The firm conducted orientation meetings and distributed position questionnaires to all employees. In the fall, the firm interviewed more than ninety employees in an effort to gather information about a wide variety of positions. In early 2000, the firm will submit new job descriptions and a proposed classification and pay plan. This will be the first comprehensive outside evaluation of the Classification and Pay Plan in more than twenty years.

The Personnel Department completed a major reorganization. The reorganization combined the personnel and benefits functions, located in the Personnel Department, with the payroll function, which was a division of the Treasurer's Office. The reorganization created a combined office of Personnel/Payroll. The principal goal of the department for 1999 was the implementation of the MUNIS Personnel/Payroll package, which serves as the new Human Resources Information System.

Affirmative Action

The Affirmative Action Advisory Committee (AAAC) meets monthly throughout the year. The committee ordinarily meets at 7:30 P.M. on the second Wednesday of the month in the Town Hall Annex. The committee meetings are open to the public and public attendance is encouraged.

The committee received and reviewed monthly reports from the Director of Personnel/Affirmative Action Officer about hirings in the town. The principal focus of the committee is to ensure that people of all races and ethnic backgrounds are given equal opportunity to apply for and receive positions of employment with the Town of Arlington.

The committee continues to try to increase the number of minority applicants for positions of employment. The principal form of outreach is to have the Personnel Department post positions in publication that serve different minority communities in the area. The committee is always seeking new ways to improve outreach and readily welcomes input from any party who may have an idea about how to advance this goal.

The committee met with department heads to discuss the workforce under their jurisdiction and to brainstorm about ways to diversify the workforce. The committee continues to work with the both the Directors of Personnel

and of Fire Services to monitor and support the ongoing effort to hire the town's first female firefighter. The committee met with the new Police Chief to discuss the town's goals for a racially diverse police force.

The committee closely monitored the Brackett Elementary School Project. The goal is to ensure that the contractor and all sub-contractors were making a good faith effort to be in compliance with minority participation requirements of the State and Town. The committee was very pleased that the Brackett Project met the goal of ten-percent minority participation. The committee also was monitoring the work being done at the Bishop Elementary School Project. At year-end, the Bishop Project was exceeding the ten-percent minority participation goal. The committee is very concerned about the low rate of female participation at both Elementary School Projects. The committee will be working with the Permanent Town Building Committee to attempt to meet the goal of five percent female participation.

The committee sought to clarify the town's goals for female participation in construction contracts. The Town Meeting had approved an article several years earlier that established a five percent goal for building construction projects. The committee wanted to clarify that the same goal should be extended to other large contraction projects, such as fields and public works projects. The committee placed an Article in the 1999 Town Warrant to accomplish this goal. The warrant article was approved overwhelmingly.

The Town of Arlington has established the following mission statement relative to Affirmative Action: *The Town of Arlington recognizes its legal obligation and moral responsibility to provide Equal Employment Opportunity to its employees and potential employees. The Affirmative Action Advisory Committee, a volunteer committee appointed by the Town Manager, is committed to the Affirmative Action program to prevent discriminatory employment practices. The Committee assists the Town in implementing its Affirmative Action Plan which creates the mechanism and sets the standards by which Equal Opportunity and Affirmative Action will be assured.*

Any person interested in the issue of Affirmative Action and Equal Opportunity Employment is encouraged to contact the Affirmative Action Officer at 316-3121 or email JDunlap@Town.Arlington.MA.US. Inquiries about potential committee membership are encouraged.

Legal Department

Legal / Workers' Compensation	1999	2000
Budget:	\$700,554	\$708,551
Personnel, Full Time:	4	4
Personnel, Part Time:	1	1

The primary objective of this department continues to be to advise all town boards and officials about their legal responsibilities and prerogatives as well as representing the Town, its agencies and officers both in courts of various jurisdiction as well as before state administrative agencies such as the Civil Service Commission, the Labor Relations Commission, the Massachusetts Commission Against Discrimination, and the Department of Industrial Accidents. Additional duties include the drafting of warrant articles and votes at Town Meeting time for both officials and citizens of the town.

As a corporation, the Town is constantly involved in contractual and other legal arrangements with public and private agencies in the purchase of properties and materials, the rendering of services, and awarding of grants. The Town Counsel prepares many applications, contracts, leases, deeds, and other legal instruments concerning these matters.

The Town Counsel as Director of Labor Relations represents the Town Manager as the town's agent in collective bargaining with six employee unions. These duties include supervision of negotiations, contract administration, and grievance arbitration proceedings.

Another major objective of this department is to manage and direct the Town of Arlington's Workers' Compensation Self-Insurance program. Through the timely processing of claims and the attentive investigation of accidents this department aims to protect workers from the economic consequences of injury, promote safe work environments, assist injured employees in both their medical recovery and return to work, and seeks overall to limit the town's liability consistent with the fair treatment of injured workers. The department also prepares and litigates all contested Workers' Compensation cases before the Department of Industrial Accidents as well as reviewing and responding to any pending legislation affecting the Workers' Compensation program.

This department also oversees line of duty injury claims administration for all police and fire personnel. The goal related to this responsibility is to provide complete claims management for any injured on duty uniformed employee of the police and fire divisions consistent with appropriate provisions of law, fairness to affected employees, and prudent financial practices.

Finance Committee

Finance Committee	1999	2000
Budget:	\$10,227	\$10,496
Personnel, Part Time:	1	1
Committee Members:	21	21

During 1999 the Finance Committee was chaired by Allan Tosti assisted by vice chairs Richard C. Fanning, Abigail DuBois, and Charles T. Foskett. Peter B. Howard served as secretary. The Finance Committee has twenty-one members, one from each precinct. The appointing authority (Moderator, Trust Fund Commissioners Chair, Finance Committee Chair) acted to reappoint all members whose terms had been completed.

The Finance Committee began its annual effort to develop a comprehensive balanced budget recommendation for Town Meeting in late January after receiving the proposed town budgets. The budget of each department was reviewed with the department head. The school budget subcommittee attended School Committee meetings in order to gain an understanding of the school budget. Hearings were held on all warrant articles which required an appropriation or had a financial impact. Eighteen full committee meetings were held which, when combined with numerous subcommittee meetings, made for a busy winter schedule. In addition, the committee met for a half hour before each Town Meeting session to formulate a recommendation on last minute proposals.

An ongoing concern of the Finance Committee was the cost of the Minuteman Regional High School budget and the town's limited ability to control this cost. The multi-year effort by Finance Committee member Erin Phelps Arlington Minuteman School Committee member, Paul Schlichtman, began to bear fruit when the Minuteman

School Committee voted to end participation in the Choice program under which member towns pay half the cost of non-member town students. Again the Finance Committee voted to recommend an appropriation less than requested by the School Committee but consistent with recent permissive state legislation. Control of the Minuteman budget will continue to be a Finance Committee concern.

The Finance Committee also continued to monitor ongoing activities that could have a large financial impact. The Finance Committee followed the progress of the school renovation project and the Reed's Brook project through regular reports by the responsible officials.

Another matter addressed by the Finance Committee was the organization of the town's finance administration. Working with the Deputy Town Manager and the Director of Data Processing, the Finance Committee proposed a budget preparation process that should be more complete, more informative and more accurate in part because it would use the town's computerized records more directly than previously. In addition the Finance Committee encouraged research by the Fiscal Resources Task Group of Vision 2020 on the feasibility of consolidating finance functions into a Finance Department.

Future challenges will involve limits on State aid with the end of the Education Reform monies, and the completion of the lottery cap payments; the next round of school renovations; the renovation of the fire stations; and the increasing costs of health insurance for current and retired employees.



Finance Committee Members

Standing l to r: Robert Tosi, Paul Olsen, Robert Scoppettuolo, John Deyst, Zavan Mazmanian, Johanna Gurland, Peter Villandry, Stephen Decourcy, Mary M. Franclemont, John Kneeland, Executive Secretary, Kenneth Simmons, George Kocur, Daniel O'Neill. Seated: Mary Ronan, Richard Fanning, Alan Tosti, Chair, Gail DuBois and Peter Howard

Town Comptroller and Coordinator of Data Processing

Comptroller / Data Processing / Telephone	1999	2000
Budget:	\$890,129	\$908,238
Personnel, Full Time:	12	13
Personnel, Part Time:	2	2

Accounting

The Accounting Department continues to use the Uniform Municipal Accounting System (UMAS) established by the Department of Revenue. Decentralization of departmental payroll, requisition and purchasing tasks is ongoing.

Telephone

The new Mitel phone system has been expanded into the elementary schools. The Brackett School came on-line in 1999. The Dallin, Peirce, and Thompson Schools as well as the Recreation Department are all to be switched over to the new system in early 2000.

Data Processing

Networking tasks as well as the monitoring of school and town Internet usage have been the Data Processing Department's main emphasis. A Webmaster for Arlington's official website has joined the department. The website will improve communication among town and school departments and residents.

Budgets – Miscellaneous

Throughout this report budget information has been shown with the department reports. Below are the fixed cost appropriations.

	1999	2000		1999	2000
Pensions:	\$5,188,402	\$5,257,607	Long Term Debt:	\$2,943,001	\$5,231,599
Insurance:	\$6,109,275	\$6,768,560	Short Term Debt:	\$74,000	\$103,075
Reserve Fund:	\$200,000	\$200,000	Capital Budget:	\$557,613	\$649,932

Treasurer / Collector

Treasurer/Collector	1999	2000
Budget:	\$531,670	\$454,378
Personnel, Full Time:	10	9
Part Time:	5	2
Parking		
Budget:	\$43,957	\$45,266
Personnel, Full Time:	1	1
Postage		
Budget:	\$161,682	\$162,427
Personnel, Part Time:	1	1

Board of Assessors

Board of Assessors	1999	2000
Budget:	\$236,273	242,290
Personnel, Full Time:	5	5
Personnel, Part Time:	3	3

At the annual election held in March of 1999 Maurice H. O'Connell was reelected for a three-year term to the Board of Assessors. At the organizational meeting of the Board of Assessors Kevin P. Feeley, Esquire, was elected chairman and James F. Doherty was elected vice chairman.

In 1999 the Board of Assessors completed the implementation of a new Personal Property System meeting the requirements of the Department of Revenue. The Board also began preparing for the next revaluation which will be in Fiscal Year 2001.

The Board contracted with a professional appraisal firm from the Department of Revenue approved contractor list to remeasure and reinspect all properties in town. The last time a full remeasure and reinspection program took place was Fiscal Year 1983 which was the birth of Proposition 2 1/2. The selected firm, Patriot Properties of Peabody, Massachusetts began the reinspection program in September of 1999. This part of the revaluation process will be completed in the late spring of 2000. The remainder of the revaluation will be ongoing through the summer of 2000 with an estimated certification by the Department of Revenue in the fall of 2000.

The Board of Assessors committed 14,741 real estate and personal property tax bills to the Tax Collector for collection for Fiscal Year 1999. These bills raised a total of \$49,439,067 in property taxes. The total assessed value of all taxable real estate and personal property for Fiscal Year 1999 was \$3,054,316,820 which resulted in a tax rate of \$17.17 per thousand dollars of assessed value. The Board also committed over 40,000 automobile excise tax bills for collection of an estimated income of \$2,700,000.

The Board would like to thank all taxpayers for their cooperation with the ongoing reinspection program and the Assessing Office staff for their continued support and for a job well done in 1999.

ASSESSMENT DATA

VALUATION AND TAX LEVY

Fiscal Year	Total Assessed Valuation	Tax Levy	Tax Rate
1999	\$3,054,316,820	\$52,443,515	\$17.17
1998	\$2,955,114,603	\$49,439,067	\$16.73
1997	\$2,815,373,412	\$48,086,577	\$17.08
1996	\$2,816,605,462	\$46,586,654	\$16.54
1995	\$2,823,394,562	\$45,343,716	\$16.06

*Tax Rate expressed in per thousand dollars of assessed value

PERCENT OF TAX LEVY BY CLASS

CLASS	TYPE	FY1999	FY 1998	FY 1997
I	RESIDENTIAL	91.45	91.37	91.02
II	OPEN SPACE	.04	.04	.04
III	COMMERCIAL	6.40	6.44	6.63
IV	INDUSTRIAL	.55	.61	.72
V	PERSONAL PROPERTY	1.56	1.54	1.59
TOTAL		100.00	100.00	100.00

ASSESSMENT DATA – Continued

FISCAL YEAR 1999 PROPERTY USE ASSESSMENTS

Class Code	Class Type	Parcel Count	Total Assessed Value	Ave. FY 98 Assessed Value	% of Total Real Estate
101	SINGLE FAMILY	7,925	\$1,682,322,600	\$212,300	54.7%
102	CONDOMINIUMS	1,819	191,104,750	105,100	6.26%
104	TWO FAMILY	2,910	688,850,100	236,700	23.29%
105	THREE FAMILY	208	55,642,600	267,500	1.84%
109	MULTI DWELLING	16	5,000,700	312,500	.17%
111	4-8 UNIT APT.	85	26,426,900	310,900	1.05%
112	OVER 8 UNITS APARTMENTS	72	107,461,700	1,482,500	4.24%
013-031	MIXED USE	90	39,290,200	436,600	1.32%
130-135	VACANT LAND	372	14,577,000	39,200	.46%
200	OPEN SPACE	27	1,237,100	45,818	.04%
300- 399	COMMERCIAL	396	173,616,500	438,400	5.70%
400-499	INDUSTRIAL	25	16,872,100	674,900	.61%
500	PERSONAL PROPERTY	784	47,531,070	60,600	1.54%
	TOTALS	14,741	\$3,054,316,820		

AVERAGE SELLING PRICES OF HOMES 1996-1998

	1996	1997	% Inc.	1998	% Inc.
1 FAMILY	225,600	239,700	6.2	263,800	10.0
2 FAMILY	245,600	263,100	7.1	277,500	5.5
CONDOS	126,700	136,400	7.6	156,800	14.9

AVERAGE SINGLE FAMILY TAX BILL

	FY 1998	FY 1996	FY 1994
ARLINGTON	\$3,416	\$3,181	\$2,868
BELMONT	\$5,014	\$4,758	\$4,368
LEXINGTON	\$4,541	\$4,289	\$3,869
WINCHESTER	\$4,827	\$4,485	\$3,869

TAX RATE COMPONENTS

	FY 1994	FY 1995	FY 1996	FY 1997	FY 1998	FY 1999
LEVY BASE	\$14.68	\$14.78	\$15.22	\$15.66	\$15.32	\$15.24
2 1/2%	.37	.37	.38	.39	.38	.38
GROWTH	.01	.04	.04	.03	.05	.09
WATER &	.49	.87	.90	1.00	.98	1.06
SEWER DEBT						
SCHOOL DEBT						.40
EXCLUSION						
TAX RATE	\$15.55	\$16.06	\$16.54	\$17.08	\$16.73	\$17.17

* TO DETERMINE THE TAX RATE: TAX LEVY/TOTAL ASSESSED VALUE X 1,000

Recapitulation of the Fiscal Year 2000 Tax Rate \$17.66/\$1,000 of Assessed Value

DEBITS

Appropriations	\$85,182,123
Court Judgements	108,931
Cherry Sheet Offset	290,558
State and County Charges	2,987,372
Allowance for Abatements and Exemptions	<u>969,862</u>
Total Debits	\$89,538,846

CREDITS

State Receipts	\$16,999,156
Local Receipts	13,701,724
Free Cash	1,929,512
Other Available Funds	<u>2,811,384</u>
Total Credits	\$35,441,776

Amount to be raised by Taxation	\$54,097,070
Town Property Valuation	\$3,063,254,230

Setting the Tax Rate: Divide the *Amount to be Raised by Town*

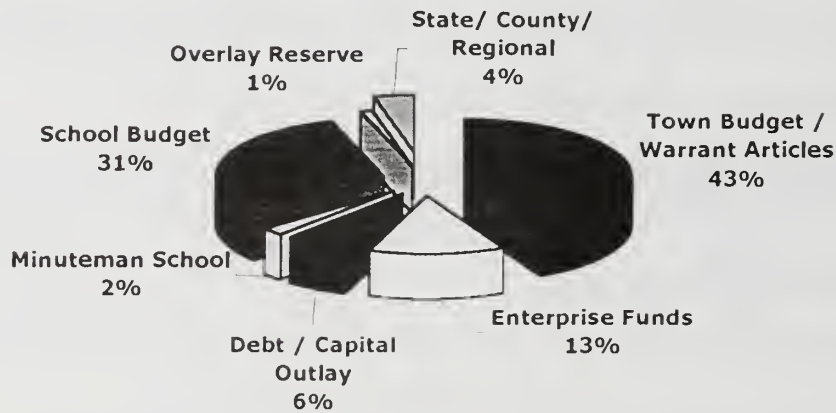
Property Valuation, multiply by \$1,000:

$$(\$54,097,070 \div \$3,063,254,230) \times \$1,000 = \$17.66$$

Source: Tax Rate Recapitulation Sheet

Revenues and Expenditures

FISCAL YEAR 2000

Where It Comes From**Where It Goes**

AUDIT

POWERS & SULLIVAN
Certified Public Accountants

323 New Boston Street
Woburn, MA 01801
Telephone 781-937-9322
Facsimile 781-937-9474

Independent Auditors' Report

To the Board of Selectmen
Town of Arlington, Massachusetts

We have audited the accompanying general purpose financial statements of the Town of Arlington, Massachusetts, as of and for the year ended June 30, 1999 (except for the Town of Arlington Contributory Retirement System which is as of December 31, 1998), as listed in the table of contents. These general purpose financial statements are the responsibility of the Town of Arlington's management. Our responsibility is to express an opinion on these general purpose financial statements based on our audit.

We conducted our audit in accordance with generally accepted auditing standards and Government Auditing Standards, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the general purpose financial statements are free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the general purpose financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall general purpose financial statement presentation. We believe that our audit provides a reasonable basis for our opinion.

Inasmuch as the Commonwealth of Massachusetts does not require the capitalization of fixed assets, the Town has not maintained complete historical cost records of its General Fixed Assets. Accordingly, a statement of General Fixed Assets, required by generally accepted accounting principles, is not included in the financial statements.

As more fully described in Note 1, the Town maintains its enterprise funds on a comprehensive basis of accounting other than generally accepted accounting principles. Accordingly, the enterprise funds are not intended to present the financial position and results of operations in conformity with generally accepted accounting principles.

In our opinion, except for the effect on the financial statements of the matters described in the preceding two paragraphs, the general purpose financial statements referred to above present fairly, in all material respects, the financial position of the Town of Arlington, Massachusetts, as of June 30, 1999 (except for the Town of Arlington Contributory Retirement System which is as of December 31, 1998), and the results of its operations and the cash flows of its Proprietary Fund Types and Nonexpendable Trust Funds, and the changes in net assets available for pension benefits of its Pension Trust Fund for the year then ended in conformity with generally accepted accounting principles.

The Town has implemented Governmental Accounting Standards Board Statement #32, Accounting and Financial Reporting for Internal Revenue Code Section 457 Deferred Compensation Plans. As a result, the plan, which was previously reported as an Expendable Trust Fund, is no longer included in the financial statements.

In accordance with Government Auditing Standards, we have also issued our report dated August 27, 1999, on our consideration of the Town of Arlington, Massachusetts' control over financial reporting and our tests of its compliance with certain provisions of laws, regulations, contracts and grants.

We did not audit the data regarding the year 2000 issues included in the additional information section of this report and accordingly, we express no opinion on such data.

August 27, 1999

❖ FINANCIAL MANAGEMENT SERVICES ❖

ALL FUND TYPES AND ACCOUNT GROUP COMBINED BALANCE SHEET

JUNE 30, 1999

ASSETS AND OTHER DEBITS

	Governmental Fund Types			Proprietary Fund Types			Fiduciary Fund Types			Account Group		
	General	Special Revenue	Capital Projects	Water and Sewer Enterprise	Youth Services Enterprise	Council On Aging Enterprise	Veterans' Risk Enterprise	Recreation Enterprise	Trust and Agency	Pension Trust December 31, 1998	General Long-Term Obligations Group	Total (Memorandum Only)
Cash and short-term investments	\$ 13,536,851	\$ 2,819,004	\$ 6,915,349	\$ 5,687,343	\$ -	\$ 67,335	\$ 101,075	\$ 19,112	\$ 6,711,154	\$ 215,818	\$ -	\$ 36,073,041
Investments	2,184,163								10,849,704	112,145,993		125,179,860
Receivables, net of allowance for uncollectibles												
Real estate and personal property taxes	41,739											41,739
Real estate tax liens	187,455											187,455
Real estate tax deferrals	278,142											278,142
Excise taxes	648,978											648,978
User charges				1,089,818	5,000				173,491			1,089,818
Departmental and other	131,872											131,872
Dividends and interest												
Intergovernmental	3,680	983,000								438,597		438,597
Community development loans		941,452								57,094		1,043,774
Due from other funds	4,736	9,093										941,452
Other assets												13,829
Real estate tax foreclosures	396,784											396,784
Other	2,317											2,317
Amounts to be provided for retirement of long-term obligations											43,065,000	43,065,000
TOTAL ASSETS AND OTHER DEBITS	\$ 17,416,717	\$ 4,752,549	\$ 6,915,349	\$ 6,777,161	\$ 5,000	\$ 67,335	\$ 101,075	\$ 19,112	\$ 17,734,349	\$ 112,857,502	\$ 43,065,000	\$ 209,711,149

LIABILITIES, FUND EQUITY AND OTHER CREDITS

LIABILITIES:												
Warrants payable	\$ 601,187	\$ 225,346	\$ 1,054,385	\$ 53,638	\$ 323	\$ 2,694	\$ 1,141	\$ 4,716	\$ 1,086	\$ -	\$ -	\$ 1,944,516
Accrued payroll	3,359,033	53,258		4,992	9,677	1,630	2,738	8,159				3,439,487
Accrued expenditures	530,000	8,522	448,286									986,808
Reserve for abatements	848,199											848,199
Prepaid taxes	71,680											71,680
Liabilities due to depositors	52,000								14,133	2,416,498		2,482,631
Deferred revenues	567,805			1,089,818	13,829							1,657,623
Due to other funds												13,829
Worker's compensation											1,600,000	1,600,000
Compensated absences											6,700,000	6,700,000
Notes payable		906,000		781,240							34,765,000	1,687,240
Bonds payable												34,765,000
TOTAL LIABILITIES	6,029,504	1,193,126	1,502,671	1,929,688	23,829	4,324	3,879	12,875	15,219	2,416,498	43,065,000	56,197,013
FUND EQUITY (DEFICIT)												
Retained earnings												4,995,088
Reserved for:												
Encumbrances and continuing appropriations	1,550,794			4,847,473	(18,829)	63,011	97,196	6,237				1,550,794
Nonexpendable trust												3,857,359
Pension benefits										110,441,004		110,441,004
Designated for:												
Loans receivable		941,452										941,452
Employee benefits	679,874											679,874
Municipal insurance	2,184,163											2,184,163
Unreserved	6,971,982	2,617,971	5,412,678						13,861,771			28,864,402
TOTAL FUND EQUITY (DEFICIT) AND OTHER CREDITS	11,386,813	3,559,423	5,412,678	4,847,473	(18,829)	63,011	97,196	6,237	17,719,130	110,441,004	-	153,514,136
TOTAL LIABILITIES, FUND EQUITY AND OTHER CREDITS	\$ 17,416,717	\$ 4,752,549	\$ 6,915,349	\$ 6,777,161	\$ 5,000	\$ 67,335	\$ 101,075	\$ 19,112	\$ 17,734,349	\$ 112,857,502	\$ 43,065,000	\$ 209,711,149

See notes to general purpose financial statements

ALL GOVERNMENTAL FUND TYPES AND EXPENDABLE TRUST FUNDS COMBINED STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCES

FISCAL YEAR ENDED JUNE 30, 1999

	Governmental Fund Types			Fiduciary Fund Type	Total (Memorandum Only)
	General	Special Revenue	Capital Projects	Expendable Trusts	
REVENUES:					
Real estate and personal property taxes, net of reserve for abatements	\$ 51,778,825	\$ -	\$ -	\$ -	\$ 51,778,825
Excise taxes	3,459,402				3,459,402
Intergovernmental	16,266,220	5,362,487	127,300		21,756,007
Departmental and other	2,121,444	2,583,790			4,705,234
Investment earnings	1,098,435	14,158	504,946	1,662,836	3,280,375
Contributions				789,457	789,457
TOTAL REVENUES	74,724,326	7,960,435	632,246	2,452,293	85,769,300
EXPENDITURES:					
Current:					
General government	3,922,027	42,660	695,216		4,659,903
Public safety	8,938,356	63,032	180,129		9,181,517
Education	28,532,553	2,857,212	11,809,825	276,541	43,476,131
Public works	6,377,823	1,989,870	516,674	2,244,798	11,129,165
Planning and community development	433,127	1,979,036			2,412,163
Human services	431,289	155,321	16,980	6,146	609,736
Library	1,333,830	52,333	13,812	59,986	1,459,961
Property and natural resources	325,744	178,722	323,252		827,718
State and county charges	3,020,644				3,020,644
Pensions	5,212,801				5,212,801
Employee benefits	6,183,128				6,183,128
Debt service:					
Principal	3,505,000				3,505,000
Interest	1,514,650				1,514,650
TOTAL EXPENDITURES	69,730,972	7,318,186	13,555,888	2,587,471	93,192,517
EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES	4,993,354	642,249	(12,923,642)	(135,178)	(7,423,217)
OTHER FINANCING SOURCES (USES):					
Bond proceeds			16,240,000		16,240,000
Transfers in	462,613	6,800	587,892	367,131	1,424,436
Transfers out	(4,437,319)	(232,281)	(108,000)	(11,778)	(4,789,378)
TOTAL OTHER FINANCING SOURCES (USES)	(3,974,706)	(225,481)	16,719,892	355,353	12,875,058
EXCESS OF REVENUES AND OTHER FINANCING SOURCES (USES) OVER EXPENDITURES	1,018,648	416,768	3,796,250	220,175	5,451,841
FUND BALANCES AT BEGINNING OF YEAR (as restated)	10,368,165	3,142,655	1,616,428	13,641,596	28,768,844
FUND BALANCES AT END OF YEAR	\$ 11,386,813	\$ 3,559,423	\$ 5,412,678	\$ 13,861,771	\$ 34,220,685

See notes to general purpose financial statements.

❖ FINANCIAL MANAGEMENT SERVICES ❖

GENERAL FUND STATEMENT OF REVENUES AND EXPENDITURES BUDGETARY BASIS - BUDGET AND ACTUAL

FISCAL YEAR ENDED JUNE 30, 1999

	Budget	Actual	Variance Favorable (Unfavorable)
REVENUES:			
Real estate and personal property taxes net of reserve for abatements	\$ 51,469,875	\$ 51,891,505	\$ 421,630
Excise taxes	2,725,000	3,459,402	734,402
Intergovernmental	15,816,048	16,266,220	450,172
Departmental and other	2,140,458	2,121,444	(19,014)
Investment earnings	781,364	1,018,150	236,786
TOTAL REVENUES	72,932,745	74,756,721	1,823,976
EXPENDITURES:			
Current:			
General government	4,117,766	4,103,088	14,678
Public safety	9,088,968	8,876,185	212,783
Education	28,572,288	28,572,288	-
Public works	6,570,717	6,487,680	83,037
Planning and community development	476,609	473,022	3,587
Human services	560,275	429,351	130,924
Library	1,358,074	1,326,851	31,223
Property and natural resources	314,344	301,119	13,225
State and county charges	2,955,036	3,020,644	(65,608)
Pensions	5,232,402	5,218,693	13,709
Employee benefits	5,977,632	5,974,561	3,071
Debt service:			
Principal	3,505,000	3,505,000	-
Interest	1,531,132	1,510,217	20,915
TOTAL EXPENDITURES	70,260,243	69,798,699	461,544
EXCESS OF REVENUES OVER EXPENDITURES	2,672,502	4,958,022	2,285,520
OTHER FINANCING SOURCES (USES):			
Overlay reversion	100,000	100,000	-
Use of unreserved fund balance	1,409,641	1,409,641	-
Transfers in	255,176	352,788	97,612
Transfers out	(4,437,319)	(4,437,319)	-
TOTAL OTHER FINANCING SOURCES (USES)	(2,672,502)	(2,574,890)	97,612
EXCESS OF REVENUES AND OTHER FINANCING SOURCES (USES) OVER EXPENDITURES	\$ -	\$ 2,383,132	\$ 2,383,132

See notes to general purpose financial statements.

ALL PROPRIETARY FUND TYPES AND NONEXPENDABLE TRUST FUNDS COMBINED STATEMENT OF REVENUES, EXPENSES AND CHANGES IN FUND EQUITY

FISCAL YEAR ENDED JUNE 30, 1999

	Proprietary Fund Types				Fiduciary Fund Type		
	Water and Sewer Enterprise				Non-expendable Trusts		Total (Memorandum Only)
OPERATING REVENUES:							
Charges for services	\$ 6,551,265	\$ 71,458	\$ 157,730	\$ 252,811	\$ 253,149	\$ -	\$ 7,286,413
Contributions						137,535	137,535
Intergovernmental	5,694	21,534					27,228
TOTAL OPERATING REVENUES	6,556,959	92,992	157,730	252,811	253,149	137,535	7,451,176
OPERATING EXPENSES:							
Cost of service and administration	9,944,134	328,433	92,477	233,281	257,461		10,855,786
OPERATING INCOME (LOSS)	(3,387,175)	(235,441)	65,253	19,530	(4,312)	137,535	(3,404,610)
NONOPERATING REVENUE:							
Investment income	32,811						32,811
NET INCOME (LOSS) BEFORE TRANSFERS	(3,354,364)	(235,441)	65,253	19,530	(4,312)	137,535	(3,371,799)
TRANSFERS							
Operating transfers in	3,246,599	275,301	4,198	2,109	3,360		3,531,567
Operating transfers out	(77,625)	(31,525)		(51,725)	(5,750)		(166,625)
TOTAL TRANSFERS	3,168,974	243,776	4,198	(49,616)	(2,390)	-	3,364,942
NET INCOME	(185,390)	8,335	69,451	(30,086)	(6,702)	137,535	(6,857)
RETAINED EARNINGS (DEFICIT)/FUND BALANCE AT BEGINNING OF YEAR	5,032,863	(27,164)	(6,440)	127,282	12,939	3,719,824	8,859,304
RETAINED EARNINGS (DEFICIT)/FUND BALANCE AT END OF YEAR	\$ 4,847,473	\$ (18,829)	\$ 63,011	\$ 97,196	\$ 6,237	\$ 3,857,359	\$ 8,852,447

See notes to general purpose financial statements

❖ FINANCIAL MANAGEMENT SERVICES ❖

ALL PROPRIETARY FUND TYPES AND NONEXPENDABLE TRUST FUNDS COMBINED STATEMENT OF CASH FLOWS

FISCAL YEAR ENDED JUNE 30, 1999

	Proprietary Fund Types				Fiduciary Fund Type		Combined Totals (Memorandum Only)
	Water and Sewer Enterprise	Youth Services Enterprise	Council On Aging Enterprise	Veterans' Risk Enterprise	Recreation Enterprise	Non-expendable Trusts	
CASH FLOWS FROM OPERATING ACTIVITIES:							
Operating income (loss)	\$ (3,387,175)	\$ (235,441)	\$ 65,253	\$ 19,530	\$ (4,312)	\$ 137,535	\$ (3,404,610)
Adjustments to reconcile operating loss to net cash used for operating activities:							
Change in assets and liabilities:							
Other receivables		(5,000)					(5,000)
Warrants payable	(697,802)	323	2,694	1,141	4,716		(688,928)
Accrued payroll	(19,884)	9,677	1,630	2,738	8,159		2,320
Accrued expenditures	(37,891)						(37,891)
Due to other funds		(13,335)	(6,440)				(19,775)
Notes payable	(269,162)						(269,162)
	(4,411,914)	(243,776)	63,137	23,409	8,563	137,535	(4,423,046)
NET CASH PROVIDED (USED) FOR OPERATING ACTIVITIES	3,168,974	243,776	4,198	(49,616)	(2,390)	-	3,364,942
CASH FLOWS FROM NON-CAPITAL FINANCING ACTIVITIES:							
Operating transfer in (net of transfer out)							
	32,811					(137,535)	(137,535)
	32,811	-	-	-	-	(137,535)	(104,724)
CASH FLOWS FROM INVESTING ACTIVITIES:							
Purchase, sales and maturities of investments, net	(1,210,129)	-	67,335	(26,207)	6,173	-	(1,162,828)
Investment income	6,897,472			127,282	12,939		7,037,693
NET CASH PROVIDED (USED) BY INVESTING ACTIVITIES	5,687,343	-	67,335	101,075	19,112	-	5,874,865
NET INCREASE (DECREASE) IN CASH							
CASH AT BEGINNING OF YEAR							
CASH AT END OF YEAR	\$ 5,687,343	\$ -	\$ 67,335	\$ 101,075	\$ 19,112	\$ -	\$ 5,874,865
RECONCILIATION:							
Cash at end of year	\$ 5,687,343	\$ -	\$ 67,335	\$ 101,075	\$ 19,112	\$ -	\$ 5,874,865
Cash at end of year, expendable trust and agency funds						6,711,154	6,711,154
Cash at end of year, per combined balance sheet	\$ 5,687,343	\$ -	\$ 67,335	\$ 101,075	\$ 19,112	\$ 6,711,154	\$ 12,586,019

See notes to general purpose financial statements.

PENSION TRUST FUND
STATEMENT OF CHANGES IN NET ASSETS AVAILABLE FOR PENSION BENEFITS

FISCAL YEAR ENDED DECEMBER 31, 1998

ADDITIONS:

Employer contributions	\$	4,979,152
Employee contributions		<u>1,581,643</u>

Total contributions		<u>6,560,795</u>
---------------------	--	------------------

Net investment income:

Net appreciation in fair value of investments		15,810,066
Interest, net of investment expenses		<u>2,302,811</u>

Total investment income		<u>18,112,877</u>
-------------------------	--	-------------------

Intergovernmental		784,216
-------------------	--	---------

Transfers from other systems		<u>212,713</u>
------------------------------	--	----------------

Total additions		<u>25,670,601</u>
-----------------	--	-------------------

DEDUCTIONS:

Administration		300,168
----------------	--	---------

Retirement benefits and refunds		8,786,186
---------------------------------	--	-----------

Transfers to other systems		<u>149,771</u>
----------------------------	--	----------------

Total deductions		<u>9,236,125</u>
------------------	--	------------------

Net increase		16,434,476
--------------	--	------------

Net assets available for pension benefits at beginning of year (fund balance reserved for pension benefits)		<u>94,006,528</u>
--	--	-------------------

Net assets available for pension benefits at end of year (fund balance reserved for pension benefits)	\$	<u>110,441,004</u>
--	----	--------------------

See notes to general purpose financial statements.

NOTES TO GENERAL PURPOSE FINANCIAL STATEMENTS
FISCAL YEAR ENDED JUNE 30, 1999

NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

The accompanying financial statements of the Town of Arlington, Massachusetts (the Town) have been prepared in accordance with generally accepted accounting principles (GAAP). The Governmental Accounting Standards Board (GASB) is the recognized standard-setting body for establishing governmental accounting and financial reporting principles. The significant Town accounting policies are described herein.

A. Reporting Entity

The Town of Arlington, Massachusetts, is a municipal corporation governed by an elected Board of Selectmen and an appointed Town Manager. As required by generally accepted accounting principles, these financial statements present the government and its component units, entities for which the Town is considered to be financially accountable. Component units, although legally separate entities, are, in substance, part of the government's operations and so data from these units are combined with the data of the primary government.

The Town of Arlington Contributory Retirement System (ACRS) is governed by a five member board comprised of the Town Comptroller (ex-officio), two elected members, a member appointed by the Board of Selectmen and a member appointed by the other four members. The System is a legally separate entity but the nature and significance of its relationship with the Town warrants inclusion in the combined financial statements. The System is presented using the accrual basis of accounting and is reported as a Pension Trust Fund.

The Town is a member of the North East Solid Waste Committee (NESWC), a joint venture with 23 communities organized to represent its members in all matters related with solid waste disposal at a regional waste-to-energy facility located in North Andover, Massachusetts. In accordance with a depository agreement NESWC was granted control over various funds received from contract communities. As of June 30, 1999, the Town's equity interest in the operation of NESWC is approximately \$173,000, which is recorded as a receivable in the Tip Fee Stabilization Trust Fund. The equity interest was returned to the Town subsequent to June 30, 1999.

B. Measurement Focus, Basis of Accounting and Basis of Presentation

The accounts of the Town are organized and operated on the basis of funds and account groups. A fund is an independent fiscal and accounting entity with a self-balancing set of accounts. Fund accounting segregates funds according to their intended purpose and is used to aid management in demonstrating compliance with finance-related legal and contractual provisions. The minimum number of funds are maintained consistent with legal and managerial requirements. Account groups are a reporting device to account for certain assets and liabilities of governmental funds not recorded directly in those funds.

The Town has the following fund types and account groups:

Governmental Funds are used to account for the Town's general governmental activity. Governmental fund types use the flow of current financial resources measurement focus and the modified accrual basis of accounting. Under the modified accrual basis of accounting revenues are recognized when susceptible to accrual (i.e., measurable and available). Measurable means the amount of the transaction can be determined and available means collectible within the current period or soon enough thereafter to pay liabilities of the current period. Expenditures are recorded when the related fund liability is incurred, except for unmatured interest on general long-term debt which is recognized when due, and certain compensated absences, claims and judgements which are recognized when the obligations are expected to be liquidated with current expendable available resources.

The Town considers property tax revenues available if they are collected within 60 days after year end. Investment income is susceptible to accrual. Other receipts and tax revenues become measurable and available when the cash is received by the Town and are recognized as revenue at that time.

Entitlements and shared revenues are recorded at the time of receipt or earlier if the susceptible to accrual criteria are met. Expenditure driven grants recognize revenue when the qualifying expenditures are incurred and all other grant requirements are met.

Governmental funds include the following fund types:

The *General Fund* is the general operating fund of the Town. It is used to account for all financial resources, except those required to be accounted for in another fund.

The *Special Revenue Fund* is used to account for the proceeds of specific revenue sources (other than expendable trusts or capital projects) that are restricted by law or administrative action to expenditures for specified purposes.

The *Capital Projects Fund* is used to account for financial resources to be used for the acquisition or construction of major capital facilities (other than those financed by Trust Funds).

Proprietary Funds are accounted for on the flow of economic resources measurement focus and use the accrual basis of accounting. Under this method, revenues are recorded when earned and expenses are recorded at the time the liabilities are incurred.

Enterprise Funds are used to account for those operations that are financed and operated in a manner similar to private business or where the Town has decided that the determination of revenues earned, costs incurred and/or net income is necessary for management accountability.

The Town does not account for the enterprise funds using a flow of economic resources measurement focus and the accrual basis of accounting. The Town does not record fixed assets, depreciation, contributed capital, accrued revenues and accrued expenses. Therefore, the enterprise funds' financial statements are reported using the modified accrual basis of accounting. This presentation is not in accordance with generally accepted accounting principles.

Fiduciary Funds account for assets held by the Town in a trustee capacity or as an agent on behalf of others. Trust funds account for assets held by the Town under the terms of a trust agreement.

The *Expendable Trust Fund* is accounted for in essentially the same manner as governmental fund types, using the same measurement focus and basis of accounting. Expendable trust funds are used to account for trusts where both principal and earnings may be spent.

The *Nonexpendable Trust Fund* is accounted for on the flow of economic resources measurement focus and use the accrual basis of accounting. Under this method, revenues are recorded when earned and expenses are recorded at the time the liabilities are incurred. The nonexpendable trust fund is used to account for trusts that stipulate that only earnings, and not principal, may be spent.

The *Agency Fund* is custodial in nature and does not present results of operations or have a measurement focus. Agency funds are accounted for using the modified accrual basis of accounting. This fund is used to account for assets that the Town holds for others in an agency capacity.

The **General Long-Term Obligations Account Group** is used to account for general long-term debt and certain other liabilities that are related to governmental funds.

C. Cash and Investments

The Town's cash and cash equivalents are considered to be cash on hand, demand deposits and short-term investments with original maturity's of three months or less from the date of acquisition.

Investments are carried at fair value.

D. Inventories

Inventories are recorded as expenditures at the time of purchase.

E. Fixed Assets

The Commonwealth of Massachusetts does not require the Town to capitalize expenditures for General Fixed Assets. Accordingly, such disbursements in the Governmental Funds are considered expenditures in the year payments are made. As a result of this practice, the accompanying financial statements do not include a statement of the General Fixed Asset Account Group, which is a departure from generally accepted accounting principles (GAAP).

A complete accounting of fixed assets and depreciation of the Enterprise Funds has not been maintained and therefore are not reported. This is a departure from GAAP.

F. Interfund/Intrafund Transactions

During the course of its operations, the Town records transactions between funds and/or between departments. Transactions of a buyer/seller nature between departments within a fund are not eliminated from the individual fund statements. Receivables and payables resulting from transactions between funds are classified as "Due from other funds" or "Due to other funds" on the balance sheet.

G. Fund Equity

The Town reports fund balances as reserved and designated where legally restricted for a specific future use. Otherwise, these balances are considered unreserved.

Fund balances have been "reserved for" the following:

"Encumbrances," which represents the amounts obligated under purchase orders, contracts and other commitments for expenditure.

"Continuing appropriations," which represents unencumbered appropriations that are carried over to the ensuing fiscal year. These amounts were appropriated for specific purposes that were not completed during the year.

"Nonexpendable trust," which represents amounts held by the Town for which only investment earnings may be expended.

"Pension benefits," which represents the net assets available to the System's participants that cannot be used for any other purpose.

Fund balances have been "designated for" the following:

"Loans receivable," which represents the balance on loans the Town has made to residents as a participant in Community Development federal loan programs.

"Employee benefits" represents amounts accumulated for the specific purpose of providing health insurance coverage and workers' compensation for the Town's employees and retirees.

"Municipal insurance" represents the amounts the Town has designated for liability and casualty self-insurance.

H. Long-Term debt

Long-term financing related to the governmental fund types are recorded in the General Long-Term Obligations account group. Principal and interest paid on long-term debt related to the governmental fund types is recorded in the General Fund.

Bonds and notes payable of the Water and Sewer Enterprise Fund are recorded as liabilities of that fund in accordance with generally accepted accounting principles.

I. Compensated Absences

Employees are granted vacation and sick leave in varying amounts based on collective bargaining agreements, state laws and executive policies. For governmental funds, vested or accumulated vacation and sick leave that are expected to be liquidated with expendable available financial resources are reported as expenditures and fund liabilities. Amounts that are not expected to be so liquidated are reported in the General Long-Term Obligations Account Group.

J. Property Taxes

Property taxes are levied and based on values assessed on January 1st of every year. Assessed values are established by the Board of Assessor's for 100% of the estimated fair market value. Taxes are due on August 1st, November 1st, February 1st and May 1st and are subject to penalties and interest if they are not paid by the respective due date. Tax liens are processed during the fourth quarter of every fiscal year on delinquent properties. Property taxes levied are recorded as receivables in the fiscal year of the levy and are recorded under the modified accrual basis of accounting.

K. Post Retirement Benefits

In addition to providing pension benefits, the Town provides health insurance coverage for retired employees and their survivors. The Town recognizes the cost of providing health insurance by recording its share of insurance premiums in the General Fund in the year paid. For the year ended June 30, 1999, this expenditure was approximately \$2,674,000. This expenditure funded approximately 952 health plans.

L. Total Column (Memorandum Only)

The total column used on the Combined Financial Statements is presented only to facilitate financial analysis. Data in this column is not the equivalent of consolidated financial information.

NOTE 2 - STEWARDSHIP, COMPLIANCE AND ACCOUNTABILITY

A. Budgetary Information

Massachusetts General Laws (MGL) requires the Town to adopt a balanced budget that is approved by the Finance Committee (Committee). The Committee presents an annual budget to the open town meeting, which includes estimates of revenues and other financing sources and recommendations of expenditures and other financing uses. A change to the approved annual budget requires a vote at a special town meeting.

The majority of the Town's appropriations are non-continuing, which lapse at the end of each fiscal year. Others are continuing appropriations for which the governing body has authorized that an unspent balance from a prior fiscal year be carried forward and made available for spending in the current fiscal year.

Generally, expenditures may not exceed the level of spending authorized for an appropriation account. However, the Town is statutorily required to pay debt service, regardless of whether such amounts are appropriated. Additionally, expenditures for disasters, natural or otherwise, and final judgements may exceed the level of spending authorized by majority vote at a special town meeting.

The Town adopts an annual budget for the General Fund in conformity with the guidelines described above. The original fiscal year 1999 approved budget for the General Fund authorized approximately \$74,683,000, in appropriations and other amounts to be raised. During fiscal year 1999, supplemental appropriations were approved for \$15,000.

The Town Comptroller has the responsibility to ensure that budgetary control is maintained in the manner in which the appropriations were voted at Town Meeting. Budgetary control is exercised through the Town's accounting system.

B. Budgetary - GAAP Reconciliation

Accounting principles followed for purposes of preparing financial statements on a budgetary basis differ from those used to present financial statements in conformity with generally accepted accounting principles (GAAP). A reconciliation of budgetary-basis to GAAP-basis results for the general fund for the year ended June 30, 1999, is presented below:

Excess of revenues and other financing sources	
(uses) over expenditures – budgetary basis.....	\$2,383,132
Perspective differences:	
Activity of health insurance and municipal building	
insurance trust recorded in the general fund for GAAP....	(28,980)
Basis of accounting differences:	
Overlay reversion.....	(100,000)
Transfers from unreserved fund balance.....	(1,409,641)
Net decrease in revenues.....	(112,680)
Net decrease in recording expenditures,	
encumbrances and continuing appropriations.....	<u>286,817</u>
Excess of revenues and other financing sources	
(uses) over expenditures - GAAP basis.....	<u>\$1,018,648</u>

C. Appropriation Deficits

Expenditures for intergovernmental charges exceeded budgeted appropriations by approximately \$66,000. This deficit will be funded through the tax levy in fiscal year 2000.

D. Individual Fund Deficits

There are several individual fund deficits within the Special Revenue and Capital Projects Funds. These deficits will be funded by available funds and long-term financing.

NOTE 3 - CASH AND INVESTMENTS

The Town maintains a cash and investment pool that is available for use by all funds, except the Trust Funds. Each fund type's portion of this pool is displayed on the combined balance sheet as "Cash and Short-Term Investments". The deposits and investments of the Trust Funds are held separately from those of other Town funds.

At year end, the carrying amount of the Town's deposits was \$3,789,909 and the bank balance was \$4,691,691. Of the bank balance, \$235,236 was covered by federal depository insurance, \$1,900,000 was covered by the depositors insurance fund, \$1,618,680 was collateralized and \$937,775 was uninsured and uncollateralized.

The June 30, 1999, carrying value of the Town's deposits consisted of the following:

Checking, Savings and NOW accounts	\$ 746,247
Money market accounts.....	3,077
Certificates of deposit.....	<u>3,040,585</u>
Carrying amount of cash.....	<u>\$ 3,789,909</u>

Statutes authorize the Town to invest in obligations of the U.S. Treasury, agencies, and instrumentalities, certificates of deposit, repurchase agreements, money market accounts, bank deposits and the State treasurer's investment pool. In addition, there are various restrictions limiting the amount and length of deposits and investments.

At December 31, 1998, the carrying amount of the Town of Arlington's Contributory Retirement System (ACRS) deposits was \$215,818 and the bank balance was \$373,948. The entire bank balance was covered by federal depository insurance.

Investments are classified as to collateral risk into the following three categories:

- Category 1: Insured or registered, or securities held by the Town or its agent in the Town's name.
- Category 2: Uninsured and unregistered, with securities held by the counterparty's trust department or agent in the Town's name.
- Category 3: Uninsured and unregistered, with securities held by the counterparty, or its trust department or agent but not the Town's name.

Investments for the Town as of June 30, 1999, are summarized as follows:

Investments subject to categorization (category one):

Equity securities.....	\$13,033,867
------------------------	--------------

Investments not subject to categorization:

Money Market Investments.....	871,006
State Treasurer's Investment Pool (MMDT).....	<u>31,196,308</u>
Total Investments.....	<u>\$45,101,181</u>

Investments for the ACRS as of December 31, 1998, are summarized as follows:

Investments subject to categorization (category one):

Equity securities.....	\$ 80,926,448
Fixed Income Securities.....	<u>31,219,545</u>
Total Investments.....	<u>\$112,145,993</u>

The following is a reconciliation of the Town's investments as summarized above to the balance as recorded in the combined balance sheet:

Investments of the Town as reported on the combined balance sheet.....	\$13,033,867
Add: Short-term investments reported on the combined balance sheet as cash and short-term investments.....	<u>32,067,314</u>
Investments of the Town as summarized above.....	<u>\$45,101,181</u>

The following is a reconciliation of the balance of cash and short-term investments of the Town at June 30, 1999:

Carrying amount of cash.....	\$ 3,789,909
Short-term investment.....	<u>32,067,314</u>
Cash and short-term investments of the Town as reported on the combined balance sheet.....	<u>\$ 35,857,223</u>

NOTE 4 - PENSION PLAN

Plan Description - The Town contributes to the Arlington Contributory Retirement System (System), a cost-sharing multiple-employer retirement system administered by the Arlington Contributory Retirement Board (Board). Substantially all employees are members of the System except for public school teachers and certain administrators who are members of the Commonwealth of Massachusetts Teachers Contributory Retirement System (MTCRS) to which the Town does not contribute. Contributions to the MTCRS are funded by the Commonwealth of Massachusetts. These on-behalf payments are not available from the Commonwealth and therefore have not been reported in the general purpose financial statements. The System provides retirement, disability and death benefits to plan members and beneficiaries. Chapter 32 of the Massachusetts General Laws (MGL) assigns authority to establish and amend benefit provisions of the system. Cost-of-living adjustments granted between 1981 and 1997 and any increase in other benefits imposed by the Commonwealth's state law during those years are borne by the Commonwealth and are deposited into the Pension Fund. Cost-of-living adjustments granted after 1997 must be approved by the Board and are borne by the System. The System issues a publicly available financial report in accordance with guidelines established by the Commonwealth of Massachusetts Public Employee Retirement Administration Commission. That report may be obtained by contacting the System located at 869 Massachusetts Avenue, Arlington, MA 02476.

Funding Policy - Plan members are required to contribute to the System at rates ranging from 5% to 11% of annual covered compensation. The Town is required to pay into the System its share of the system-wide actuarial determined contribution plus administrative costs which are apportioned among the employers based on active current payroll. The current apportionment required the Town to contribute 95% of the annual pension cost of employers. Based on the nature and significance of the System's relationship with the Town it is included as a Pension Trust Fund in these financial statements. The contributions of system members and the Town are governed by Chapter 32 of the MGL.

Annual Pension Cost - The Town's contributions to the System for the years ended June 30, 1999, 1998 and 1997 were \$4,832,996, \$4,555,158 and \$4,433,954 respectively, which equaled its required contribution for each year. At June 30, 1999, the Town did not have a net pension obligation. The required contribution was determined as part of the January 1, 1998 actuarial valuation using the entry age normal actuarial cost method. The actuarial assumptions included an 8.0% investment rate of return and a 5.0% rate of salary increase per year. The actuarial value of the Plan's assets was determined using the fair value of the assets. The system's unfunded actuarial accrued liability is being amortized as a level percentage of projected payroll. The remaining amortization period at January 1, 1998 was 14 years.

Schedule of Funding Progress
(Dollar amounts in thousands)

Actuarial Valuation Date	Actuarial Value Of Assets (A)	Actuarial Accrued Liability (AAL) Entry Age (B)	Unfunded AAL (UAAL) (B-A)	Funded Ratio (A/B)	Covered Payroll (C)	UAAL as a percentage Of Covered Payroll ((B-A)/C)
1/1/98	\$96,300	\$127,100	\$30,800	75.77%	\$19,834	155%
1/1/96	72,300	111,700	39,400	64.73	18,215	216
1/1/95	57,000	93,900	36,900	60.70	13,600	271
1/1/94	58,700	100,900	42,200	58.18	13,500	313
1/1/93	49,500	81,400	31,900	60.81	14,100	226

Non-contributory Retirement Allowance - The Town pays the entire retirement allowance for certain retirees who are eligible for non-contributory benefits and are not members of the System. The general fund expenditure for fiscal 1999 was approximately \$451,000.

NOTE 5 - TEMPORARY BORROWING

The Town is authorized to borrow on a temporary basis to fund the following:

Current operating costs prior to the collection of revenues through issuance of revenue or tax anticipation notes (RANS or TANS).

Capital project costs and other approved expenditures incurred prior to obtaining permanent financing through issuance of bond anticipation notes (BANS) or grant anticipation notes (GANS).

Temporary loans are general obligations of the Town and carry maturity dates that are limited by statute. Interest expenditures for temporary borrowing are accounted for in the General Fund.

As of June 30, 1999, the Town had \$906,000 in GANS due on July 15, 1999. Subsequent to year end, the Town paid the \$906,000 GAN with state aid and available funds.

NOTE 6 - LONG-TERM DEBT

State law permits the Town, under the provisions of Chapter 44, Section 10, to authorize indebtedness up to a limit of 5% of its equalized valuation. Debt issued in accordance with this section of the law is designated as being "inside the debt limit". In addition, however, a Town may authorize debt in excess of that limit for specific purposes. Such debt, when issued, is designated as being "outside the debt limit".

Details related to the Town's outstanding indebtedness related to the governmental fund types at June 30, 1999 are as follows:

Project	Outstanding		Issued	Outstanding	
	Interest Rate	at June 30, 1998		at June 30, 1999	
Municipal Purpose Bond 1992	4.70%	\$ 2,135,000	\$ -	\$ 450,000	\$ 1,685,000
Municipal Purpose Bond 1993	3.59%	1,070,000	-	275,000	795,000
Municipal Purpose Bond 1996	4.33%	2,215,000	-	305,000	1,910,000
Municipal Purpose Bond 1996	5.16%	6,295,000	-	325,000	5,970,000
Municipal Purpose Bond 1996	5.22%	5,225,000	-	275,000	4,950,000
Municipal Purpose Bond 1999	4% to 6%	<u>5,090,000</u>	<u>16,240,000</u>	<u>1,875,000</u>	<u>19,455,000</u>
Total		<u>\$22,030,000</u>	<u>\$16,240,000</u>	<u>\$3,505,000</u>	<u>\$34,765,000</u>

The annual debt service requirements for the governmental fund types are as follows:

Year	Principal	Interest	Total
2000.....	\$ 3,390,000	\$ 514,309	\$3,904,309
2001.....	2,625,000	916,118	3,541,118
2002.....	2,610,000	809,618	3,419,618
2003.....	2,430,000	756,180	3,186,180
2004.....	2,075,000	705,555	2,780,555
Thereafter.....	<u>21,635,000</u>	<u>8,402,424</u>	<u>30,037,424</u>
Total future debt obligations.....	<u>34,765,000</u>	<u>\$12,104,204</u>	<u>\$46,869,204</u>

The Commonwealth of Massachusetts has approved construction assistance to the Town. The assistance program provides resources for future debt service of general obligation school bonds outstanding. These resources are subject to annual appropriation by the State Legislature and the Town's compliance with certain reporting requirements. During 1999 the Town received \$1,368,053 of such assistance. Assuming annual appropriations by the Commonwealth, approximately \$25,119,000 will be received in future years.

The Town is subject to various debt limits by statute and may issue additional general obligation debt under the normal debt limit. As of June 30, 1999, the Town has the following authorized and unissued debt:

Purpose

School construction.....	\$ 8,510,000
Other capital projects.....	<u>5,646,819</u>
	<u>\$14,156,819</u>

Water and Sewer Enterprise Fund

Notes outstanding related to the operations of the Water and Sewer Enterprise Fund at June 30, 1999 are as follows:

<u>Project</u>	<u>Interest Rate</u>	<u>Outstanding at June 30, 1998</u>	<u>Issued</u>	<u>Redeemed</u>	<u>Outstanding at June 30, 1999</u>
Sewer Note - MWRA	* 0.00%	\$ 52,280	\$ -	\$ 52,280	\$ -
Sewer Note - MWRA	* 0.00%	9,581	-	9,581	-
Sewer Note - MWRA	* 0.00%	31,980	-	15,990	15,990
Sewer Note - MWRA	* 0.00%	150,750	-	30,150	120,600
Water Note - MWRA	* 0.00%	387,911	-	77,581	310,330
Sewer Note - MWRA	* 0.00%	<u>417,900</u>	<u>-</u>	<u>83,580</u>	<u>334,320</u>
Total		<u>\$1,050,402</u>	<u>\$ -</u>	<u>\$269,162</u>	<u>\$781,240</u>

- * The Town is a member of the Massachusetts Water Resources Authority (MWRA) which offers member units interest free loans for various purposes.

The annual debt service requirements of the Water and Sewer Enterprise Fund are as follows:

<u>Year</u>	<u>Principal</u>	<u>Interest</u>	<u>Total</u>
2000.....	\$ 207,302	\$ -	\$207,302
2001.....	191,312	-	191,312
2002.....	191,313	-	191,313
2003.....	<u>191,313</u>	<u>-</u>	<u>191,313</u>
Total.....	<u>\$781,240</u>	<u>\$ -</u>	<u>\$781,240</u>

General Long-Term Obligations Account Group

The Town records its liability for long-term bonds and notes in the General Long-Term Obligations Account Group. Other general long-term obligations recognized by the Town are its obligations for worker's compensation and vacation and sick pay benefits. These liabilities will be liquidated in the future from governmental funds.

During the year ended June 30, 1999, the following changes occurred in liabilities reported in the General Long-Term Obligations Account Group.

	Balance July 1, 1998	Bonds and Notes Issued	Bonds and Notes Redeemed	Other Net Increase (Decrease)	Balance June 30, 1999
Long-Term Notes and Bonds.....	\$22,030,000	\$16,240,00	(\$3,505,000)	\$ -	\$34,765,000
Worker's Compensation.....	1,750,000			(150,000)	1,600,000
Vacation and Sick Pay Benefits..	<u>5,900,000</u>	<u>-</u>	<u>-</u>	<u>800,000</u>	<u>6,700,000</u>
Total.....	<u>\$29,680,000</u>	<u>\$16,240,00</u>	<u>(\$3,505,000)</u>	<u>\$650,000</u>	<u>\$43,065,000</u>

NOTE 7 - STABILIZATION FUND

The Town has \$2,231,826 in a stabilization fund classified in the expendable trust funds as of June 30, 1999. The Town had a net increase of \$305,568 through budgeted transfers in from general fund of \$100,000 and realized capital gains and investment income of \$205,568. The stabilization fund may be used for general or capital purposes upon approval at Town Meeting.

NOTE 8 - TIP FEE STABILIZATION FUND

In accordance with Chapter 8 of the Acts of 1998 of the Commonwealth of Massachusetts, the Town maintains a Tip Fee Stabilization Fund to receive all proceeds from the sale of recycled materials; the sale of excess tonnage capacity of the Town at the facility of Massachusetts REFUSETECH, Inc. (MRI) in North Andover, including the balance of such funds previously received; other receipts arising from the sale of disposal of solid waste; and any funds appropriated by the Town meeting for the purposes of this fund.

Town meeting may appropriate from the Tip Fee Stabilization Fund to fund any of the Town's financial obligations associated with the existing solid waste agreement with MRI, or a successor agreement, in association with the North East Solid Waste Committee (NESWC). In addition, to provide for extraordinary and unforeseen expenditures, the Town Manager, with the approval of the Board of Selectmen and the Finance Committee, may expend up to 10% of the fund without further appropriation. Beginning in the fiscal year commencing July 1, 2005, the Town Meeting, by two-thirds vote, may appropriate from the Tip Fee Stabilization Fund for any lawful purpose.

The Town has \$2,718,282 in the Tip Fee Stabilization Fund at June 30, 1999, which is recorded in the expendable trust funds. The activity of the Fund in fiscal year 1999 is comprised of the following:

Fund balance at June 30, 1998.....	\$3,872,414
Proceeds from sale of excess tonnage capacity, the sale of recycled materials, the sale of disposal of solid waste and other revenues from NESWC in fiscal year 1999.....	626,109
Investment income in fiscal year 1999.....	197,432
Transfers in from general fund.....	267,131
Less expenditures.....	<u>(2,244,804)</u>
Fund balance at June 30, 1999.....	<u>\$2,718,282</u>

NOTE 9 – RISK FINANCING

The Town is exposed to various risks of loss related to torts; theft of, damage to and destruction of assets; errors and omissions; and natural disasters for which the Town carries commercial insurance.

Employees' and Retirees' Health Benefits

The Town is self-insured for its health insurance activities. These activities are accounted for in the Town's general fund where revenues are recorded when earned and expenses are recorded when the liability is incurred.

The Town estimates its Incurred But Not Reported (IBNR) health claims based on two-month claims paid average for the six months prior to year end. At June 30, 1999, the amount of the liability for health insurance claims was \$530,000. This liability is the Town's best estimate based on available information. Changes in the reported liability since July 1, 1998, are as follows:

	<u>Balance at Beginning of Fiscal Year</u>	<u>Current Year Claims and Changes in Estimate</u>	<u>Claims Payments</u>	<u>Balance at Fiscal Year-End</u>
Fiscal 1999.....	<u>\$514,000</u>	<u>\$5,657,596</u>	<u>(\$5,641,596)</u>	<u>\$530,000</u>

Workers' Compensation

Workers' compensation claims are funded on a pay-as-you-go basis from annual appropriations. The City estimates its future workers' compensation liability based on history and injury type. At June 30, 1999, the amount of the liability for workers' compensation claims was \$1,600,000.

NOTE 10 – COMMITMENTS

Under the terms of an agreement with the State Department of Environmental Management and Massachusetts Refusetech Inc. (MRI), the Town is unconditionally obligated to make certain payments for its portion of the costs of using a resource recovery plant based on its projected minimum tonnage of solid waste to be disposed of at the plant. The cost to the Town under the agreement was approximately \$2,394,000 in 1999. The facility was financed by the issuance of bonds in the amount of approximately \$197,000,000. In the event of a facility failure, under circumstances in which the MRI is not required or is unable to pay damages, the Town's indirect share of the bonds, based on the aggregate projected minimum disposal tonnage of all participating communities, would be 11.85% of the total.

The Town has various commitments and obligations in connection with constructing, remodeling, reconstructing, and making extraordinary repairs to the Bishop, Hardy, and Bracket schools. The projects are estimated to cost \$22,910,000. As of June 30, 1999 approximately \$12,000,000 has been spent on these projects. The Town anticipates to complete these projects in fiscal 2002. The projects are funded through long-term borrowing, of which \$18,300,000 was borrowed on August 15, 1998. The Commonwealth of Massachusetts has approved construction assistance of approximately 63% of the total cost of the projects, subject to annual appropriation by the State Legislature and the Town's compliance with certain reporting requirements. The assistance will be in the form of annual reimbursements of principal and interest payments on the long-term debt associated with the project.

NOTE 11 - CONTINGENCIES

The Town participates in a number of federal financial assistance programs. Although the Town grant programs have been audited in accordance with the provisions of the Single Audit Act Amendments of 1996 through June 30, 1999, these programs are still subject to financial and compliance audits. The amount, if any, of expenditures which may be disallowed by the granting agencies cannot be determined at this time, although the Town expects such amounts, if any, to be immaterial.

Various legal actions and claims are pending against the Town. Litigation is subject to many uncertainties, and the outcome of individual litigated matters is not always predictable. Although the amount of liability, if any, at June 30, 1999, cannot be ascertained, management believes any resulting liability should not materially affect the financial position of the Town at June 30, 1999.

Additional Information

YEAR 2000 COMPLIANCE – UNAUDITED

The Town is committed to make Year 2000 compliance changes or updates to its computer systems and other equipment. As of June 30, 1999, the Town has:

- 1) Developed a project plan that identifies and prioritizes mission critical systems for conversion,
- 2) Assessed its existing systems for Year 2000 compliance and,
- 3) Has begun the process of converting its existing systems or switching to compliant systems.

Steps further to be completed by the Town are:

- 1) Completion of conversion or replacement of existing systems,
- 2) Testing the success of the conversions and replacements and,
- 3) Implementing the systems.

This project has been funded through the Town's 5 year information technology plan. The portion of this plan specifically related to year 2000 compliance cannot be determined by management.



Human Services

Human Services Administration	1999	2000
Budget:	\$91,672	\$91,048
Personnel, Full Time:	2	2
Personnel, Part Time:	1	1

Administration

The mission of the Department of Human Services is to provide a safety net for Arlington citizens who experience difficulty in their lives and need help with those difficulties and to promote the health and well being of Arlington citizens.

The Department of Human Services is comprised of the following divisions: Board of Health including Tobacco Control Program, Sealer of Weights and Measures; Council on Aging including Consumer Affairs Office, Transportation Program; Housing and Weatherization Program including Fair Housing Office; Recreation Division including Arlington Memorial Sports Center, Reservoir Beach; Veterans' Services including Food Pantry, Assistance Program; Youth Services including Arlington Youth Consultation Center, Arlington Alcohol and Drug Education Program.



Human Services departmental picnic.

The Department of Human Services is comprised of the following boards and commissions: Board of Health, Board of Youth Services, Council on Aging, Disability Commission, Fair Housing Committee, Human Rights Commission, and Parks and Recreation Commission.

The Department of Human Services receives its funding from the following sources: Town of Arlington, Department of Education (MA), Department of Elder Affairs (MA), Department of Public Health (MA), Department of Mental Health (MA), Department of Housing and Urban Development (US), Department of Veterans' Services (MA), Division of Medical Assistance (MA), Lahey Hospital at Symmes, Massachusetts Commission Against Discrimination, Project Bread, private Insurance Carriers, private citizens' fees, and private donations.

During 1999 the department experienced staffing changes in several divisions. Deborah Chang left the

Fair Housing Office to work in the private sector. Deborah Hayes announced her resignation from the Recreation Division. A new Sealer of Weights and Measures was hired and that program was merged into the Board of Health. Several boards and commissions in the department also welcomed new members, including Marlissa Briggett on the Human Rights Commission, Mark Fingerle on the Board of Health, Larry Goldberg on the Commission on Disability, Mary Dodge on the Council on Aging, and Reverend Ronald Ramsey on the Board of Youth Services.

The department staged its annual Secretary's Day luncheon at the Whittemore Robbins House in April 1999. And in June 1999, the department held a staff recognition picnic for all employees in the department.

Thanks to all the services from staff and volunteers, the Department of Human Services is a thriving organization in Arlington, providing an important safety net to the town.



Whittemore Robbins House

The Whittemore Robbins House continues to be discovered by people from all over the greater Boston area as a "hidden gem", waiting to be used for wedding receptions, birthday parties, anniversary parties, bar and bat mitzvah's, christenings, and showers. Since its beginning days in April 1997 as an event site, the Whittemore Robbins

House has hosted thirty-eight weddings, thirty-five parties, seven bar and bat mitzvahs, and six showers. The house also is used by town organizations for many meetings, negotiation sessions, hearings, and celebrations.

The budget picture of the house is as follows:

	Revenues	Expenses
Fiscal Year 1997	\$4,500	\$0.00
Fiscal Year 1998	\$15,470	\$6,314.00
Fiscal Year 1999	\$38,575	\$37,961.68

The house receives wonderful accolades from all who use it. Surely the Robbins sisters are dancing in their graves over the renewed life in their home!

Arlington Youth Consultation Center

Youth Services Enterprise Fund	1999	2000
Budget:	\$344,759	\$372,466
Personnel, Full Time:	1	1
Personnel, Part Time:	9	9

The Arlington Youth Consultation Center (AYCC) continued its therapy services to children, adolescents, and their families in 1999. Approximately 400 people seek help at AYCC in a given year. People ask for help with a variety of family problems. These family problems are often conveyed through symptoms in their children, such as poor grades in school, peer difficulties, substance abuse, depression and suicidality, and/or aggressive behavior. Having a community resource for these Arlington families is a wonderful service that the Town of Arlington continues to provide.

In 1999 AYCC expanded its services to the very young children in Arlington, the preschool population. Through a grant from the Department of Education AYCC added new programming for this population. The new programming includes the following:

- ❖ Play Group at Thompson School – this play group is designed for preschoolers and their parents. The play group meets once a week at the Thompson School. The group gives preschoolers an opportunity to socialize with each other, to accomplish a craft activity, and to experience the give-and-take of sharing toys in a communal setting. The group also gives parents the opportunity to know each other and to share information about their children's progress and development. The group gives both parents and children the chance to become acquainted with one of the elementary schools in Arlington. Many families new to Arlington, especially many immigrant families, find the play group a wonderful resource.
- ❖ Parent program – two AYCC staff members present a monthly program on parenting of preschoolers. The programs are held at various preschool programs in the area and give parents the opportunity to hear about normal developmental milestones and expectations for this age period. The presentation includes information on cognitive development, gross and fine motor development, and emotional development.
- ❖ Family assessments – one AYCC staff member functions as a social work member of the Preschool Team of the Arlington schools. The team assesses children experiencing developmental delays and determines the need for specialized services for the children and their families. These assessments also serve to introduce the services of AYCC to families at a very early stage in a family's adjustment to raising a special needs child.

AYCC has continued to employ two very unique forms of therapy in its work with children and adolescents – sand play therapy and challenge course work. Sand therapy is used with children and adolescents and occasionally with adults to help them express inner turmoil, repressed sadness and anger, and deep-seated fears. While meeting with the counselor, the child is asked to create a scene in the sand, using miniature objects from the sand play collection. The child also tells a story about this scene. The creating of the scene and the telling of the story allows the child to express the feelings of sadness, anger, fear, confusion – and to express them in a very safe, contained, and indirect



Sand Play Logo

way. This therapy technique has been particularly successful with children caught in the "middle" – caught in custody battles, caught in loyalty battles, caught in family struggles. The therapy allows them to experience and express their feelings without betraying anyone in their family.

Challenge course work uses the "ropes course" constructed in the trees behind the Whittemore Robbins House. Even though the course is called a "ropes course", in fact it is constructed of wires strung between the trees twenty feet off the ground. The challenge is to walk across the wires, trusting in the person below who is belaying you. The course functions as a trust builder with youth groups, as a motivator with individual youth, and as a vehicle to trust in a therapeutic relationship. This work has been especially successful with the young adolescent population.

Through all the work of the Arlington Youth Consultation Center – individual therapy, group therapy, family therapy, parent education programs, sand therapy, challenge course work – the goal is to help people resolve problems in their lives and become productive students and citizens in society.

Board of Youth Services

The Board of Youth Services continues its service to Arlington's youth in a variety of ways. Members are involved in many different aspects of service to the youth and families in town.

Two members are volunteer coleaders with the First Step Group – Arlington's support group for battered women. Fourteen women participate on a regular basis in the First Step group, receiving support for living a violence-free life and for making their voices heard with their families, in the community, and in the court system.

Three members are committee members of the Community of Caring, a subcommittee of the Board of Youth Services. The Community of Caring has cosponsored three "youth-risk-behavior" surveys in Arlington. Surveys were done at the high school, the middle school, and with the parent community over the past three years. Important information about our youth and families has been gathered through these surveys and new programs have been established as a result of these surveys. The Community of Caring and the Board of Youth Services has also cosponsored with the school system a speaker's forum for parents. William Pollack, a nationally known psychologist, was one of the featured speakers from this forum in 1999.

Six members of the board have been trained as CAPP volunteers. CAPP stands for Child Assault Prevention Program. This is the program used in Arlington to help children keep themselves safe from assault; assaults by peers and by adults. CAPP is a national program and has been implemented locally in Arlington through a cosponsorship with the school system, the Board of Youth Services, and the Arlington Youth Consultation Center. The CAPP program is given to all first and third graders in the Arlington elementary schools. The lessons learned by the children have been used to keep them safe from assaults as evidenced by individual feedback received from children over the past several years.

The board as a whole continues to support all the efforts towards diversity in Arlington, particularly by being a cosponsor of the annual Martin Luther King, Jr. potluck supper, by being supporters of the Safe Schools Program and the Gay Straight Alliance, and by having produced the "Celebrate Diversity" banners hanging in Arlington Center.

In 1999 the Board of Youth Services approved revised policy regulations for the Arlington Youth Consultation Center as part of the relicensing process with the Department of Mental Health. AYCC was successfully relicensed in March of 1999.

And finally in 1999 the board welcomed Reverend Ronald Ramsey of St. John's Episcopal Church as its newest member.

Alcohol and Drug Education Program

The town's Alcohol and Drug Education Program, that provides a comprehensive substance prevention program for the schools, marked its twenty-second anniversary during 1999. Under the leadership of the Board of Youth Services, the program is considered a model in the state. The following programs were implemented during 1999 for students, parents, and the community.

Student Programs

Students Against Driving Drunk (SADD)

With a membership of over 100 students, the AHS SADD Chapter is one of the largest, oldest, and most active in the state. Since the inception of the program sixteen years ago, AHS student surveys indicate a

significant decrease in the number of students who drink and drive and who ride with a driver who has been drinking.

AHS celebrated the sixteenth anniversary with the following prevention programs:

- ❖ Prom Assemblies - As part of a statewide initiative by the Massachusetts Department of Public Health and the Massachusetts Prevention Center in Cambridge to focus on underage drinking, the two agencies provided funding for the AHS Junior and Senior Prom Assemblies. The two assemblies were held just prior to the proms in an effort to address the serious problem of underage drinking during the prom season. At both assemblies students were completely captivated by the presentation of *I'll Never Do That!*, which was performed by the Improbable Players, Inc. The forty-five minute presentation included four skits that focused on family alcoholism and teenage drinking and driving.
- ❖ Prom key chains
- ❖ Prom Hotline-program provides a safe ride home after junior and senior proms
- ❖ Town Day- students organized an informal booth and sold SADD bumper stickers, buttons, and bookmarks.
- ❖ Car Wash-fund raising event
- ❖ Holiday Red Ribbon Safety Campaign- students distributed 6,000 red ribbons throughout the community. Ribbons are tied to automobiles to promote safe and sober driving.
- ❖ Anniversary Celebration - A special assembly was held for all students in grades ten through twelve who heard a young, dynamic motivational speaker who encouraged them to stay healthy and reach their dreams

Freedom from Chemical Dependency (FCD)

A four-day comprehensive alcohol and drug education program was presented for the fifteenth year to all freshmen at Arlington High School and all seventh graders at the Ottoson Middle School. Three instructors from FCD, all recovering alcoholics or former drug users, openly discussed substance abuse issues with students in a comfortable setting. In recent years, necessary funding to afford FCD services came from Symmes Hospital. With the closing of Symmes, the Lahey Clinic stepped in and generously allocated \$10,000 to support the program, stating that "the program's really preventative medicine for the future".

Alateen

The Alateen meeting in Arlington celebrated its second year of having provided a support group for teenagers, including age twelve, whose personal lives are or have been affected by close contact with a parent, relative, or friend who has a drinking problem. On any given Sunday evening, between fourteen and sixteen teenagers meet from 7:00 P.M. to 8:00 P.M. at the Fox Library and Community Center to learn the importance of shifting their attention from preoccupation with the alcoholic's behavior to a heightened awareness of their own identity and self-improvement.

Alcohol Awareness Peer Leadership Program

For the twenty-second year, school educators recognized that peer education is an exciting, productive, and cost-effective way to teach young people. The Alcohol Awareness Peer Leadership Program trained fifty-eight junior and seniors for fourteen weeks to lead four discussion classes with approximately 350 fifth graders. Peer leaders training session topics included alcohol and other drugs, family alcoholism, building self-esteem, decision-making skills, peer and media pressure, and personal attitudes towards alcohol use and abuse.

Tobacco Peer Program

Twenty-five AHS peer leaders from the peer programs on alcohol and other drugs and drunk driving organized the Great American Smokeout at the high school in November. Peer leaders decorated the high school with balloons, banners, posters, and set up tables in the cafeteria for distribution on no smoking literature. Wearing white T-shirts with anti-smoking messages, the peer leaders gave all students during the three lunch periods gifts of anti-smoking emblems, stickers, magnets, Frisbees, pen, and pencils. Several students expressed a desire to attend the town's Smoking Cessation Program.

Parent Programs

The Arlington Safe Homes Program is comprised of AHS and Ottoson Middle School parents who share a concern about the use of alcohol and other drugs by teenagers in the town. Since the program's inception in 1991, approximately twenty percent of parents have signed an agreement to provide responsible supervision at parties in their homes, and not to allow alcohol and other drugs to be used.

Seventy-five students and their parents/guardians attended the nineteenth Annual Alcohol and Drug Awareness Program in November. To help strengthen communication and respect differences between the two generations, the audience participated in an exercise that gives parents and students the opportunity to give each other messages with a degree of anonymity. Separated into two groups, participants were encouraged to be candid and forthcoming when creating eight to ten messages that they wanted the other groups to hear and respond to. Response to the exercise was overwhelmingly positive with students expressing a need to be trusted more by their parents.

Recognizing the need for parents to become more informed and educated, two issues of the AHS Parent Newsletter-Prevention Information for Parents are published each year. Each issue devotes several pages to prevention programs being implemented at the high school, grants received for funding health-related issues, community programs for parents, and tips on successful parenting. The newsletter is distributed to all AHS parents, teachers, administrators, town officials, local clergy, and Town Meeting Members.

Funding

Funding for the town's Alcohol and Drug Education Program is made available by the Town of Arlington and for the twelfth year a federal Safe and Drug Free School's Grant, this year in the amount of \$ 23,730.

For the first few years the grant was named the Drug Free School and Communities Grant. The grant was then renamed the Safe and Drug Free Schools Grant in response to the increase in school violence nationwide. Consequently, the program expanded its work to help reduce harassment of students and violence in the schools. While the main focus of the program remains alcohol and drug prevention education, the issues of racism, sexism, homophobia, and religious differences are now addressed.

Council on Aging

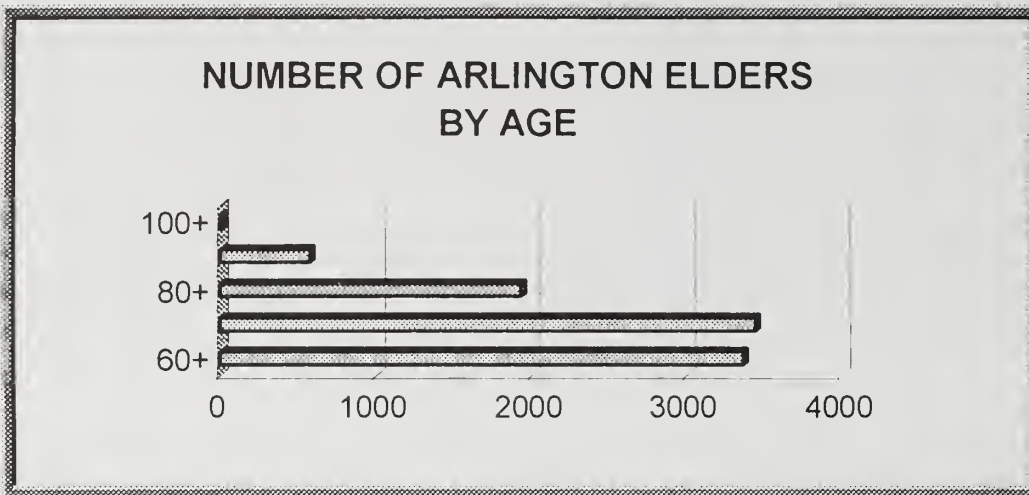
Human Services Council on Aging	1999	2000
Budget:	\$123,756	\$131,978
Personnel, Full Time:	3	3
Personnel, Part Time:	2	2
Council on Aging Transportation Enterprise Fund		
Budget:	\$133,060	\$120,977

The mission of the Council on Aging (COA) is to identify the needs of Arlington's elders, to garner or directly provide support services that will enhance the quality of life of Arlington elders and support independent living.

This mission is addressed through the services of the agency's professional staff which coordinates needs and referrals with other providers such as Minuteman Home Care Corporation (including Protective Services and Crisis Team), Visiting Nurse and Community Health (VNCH), the Board of Health, Public Housing, Symmes, Arlington Assistance Program, Day Care programs, Hospice, Lifeline Program, local hospitals, various town agencies, other service providers, and physicians.

The Clients We Serve

The number of elderly persons in Arlington, particularly those over seventy-five years of age, has been increasing substantially. Currently, nearly one resident in five is age sixty-five or older. Of the total number of elders in Arlington, approximately 6,000 are seventy years old or older. As the life span lengthens, people live longer in their homes, often becoming quite frail. Thus more frequent and complex health and monitoring services are indicated in order to "age in place" safely and with dignity.



Health and Wellness Program

This program, under the direction of the COA Geriatric Nurse Clinician, continues to focus on serving frail elders in their homes and through neighborhood clinics. In collaboration with two colleges of nursing, the nurse and supervised student interns visited forty frail homebound elders in their homes each week. Contact was initiated and maintained with physicians and other community caregivers where indicated, the COA acting as a clearinghouse of service providers as well as a monitoring agency. The student interns made One thousand eight hundred home visits in 1999, up from 784 in 1997.

During 1999 the Fox Community Center evolved into a major location for reaching out to elders by offering weekly clinics where elders can come to have their blood pressure checked, discuss other health issues, and attend health education classes. Such services were also regularly offered in the senior housing complexes. The blood pressure clinics alone provided over 2,900 units of service to elderly this year.

In 1999 the Health Education and Screening Programs focused on a variety of issues of interest to seniors. The approach was twofold: educational presentations by guest specialists and speakers, and clinical screening and monitoring overseen by the COA's Geriatric Nurse Clinician. Included were high blood pressure and prevention of complications from high blood pressure; early detection of breast, colorectal and prostate cancer; dental clinics and early detection of oral cancer; depression screening; diabetes; nutrition; weight control; prevention of flu and pneumonia; glaucoma /cataract and other diseases of the aging eye.

Social Services

The Council on Aging Geriatric Nurse Clinician works in close concert with the COA Social Services staff in order to provide a multidisciplinary approach to client care. This past year was a year of transition for COA Social Services with the Social Worker leaving and another Social Worker (LICSW) starting in the fall. In-home evaluations, case management services, and specialized support groups were provided to seniors in need of assistance. Intake and Referral services provided information on a wide variety of subjects including government benefits, assisted living and senior housing options, home health agencies, and legal services.

COA Social Services also coordinated appointments for medical escorts, tax assistance, Serving Health Information Needs of the Elderly (SHINE) volunteers, and Links, the chore program with middle school students. Special needs for Meals on Wheels, transportation, Lifeline and other issues were addressed through several scholarship and assistance funds available to residents through the Council on Aging. The Caregiver Support Group and the Grandparent Support Group provided an opportunity for participants to share with others about their special circumstances. The Telephone Reassurance and the Friendly Visitor Programs, begun in 1998, provided weekly contact to elderly residents who are isolated in their homes.

Outreach is an important activity, which helps the public know of the COA and its services. Significant in the outreach effort is the COA's Health and Informational Series of presentations offered twice monthly at the Senior Center. The COA had speakers on topics such as Osteoporosis, Social Security Topics, changes in Medicare/Federal benefits, and Environmental/Home Safety. A new undertaking this year was a novel outreach program wherein COA staff and volunteers set the goal of telephoning every elder in town. This effort began in the early summer months to check on hot weather safety and to offer information on services. Calls continued into colder weather with emphasis on cold weather issues. The continuing recruitment of volunteers and an expansion of these programs will continue through the year 2000.

During Town Day, COA staff and volunteers distributed information to over 200 interested townsfolk. Many people who stopped by the information booth on Massachusetts Avenue were pleasantly surprised to learn about the many programs offered for the elders of Arlington.

Transportation

Reasonable and convenient access to the community remains one of the most strongly defined needs of Arlington seniors. The COA Transportation Program offers the Dial-a-Ride subsidized taxi program, wherein a senior may ride anywhere in town for a reasonable fee, seven days a week. The Council on Aging vans, equipped with wheelchair lifts and operated by certified drivers, were dedicated to contracted service until late in the calendar year. Due to a redirection of the van service with the goal of serving as many Arlington elders as possible, the vans are now available to any elder in Arlington for transport to/from the Senior Center, its meal site, and its programs for a very reasonable fee. The state Office of Transportation and Construction approved the COA's grant application for subsidy of a new lift-equipped van to replace an aging unit. The remainder of the cost will be borne by the COA Transportation Enterprise Fund. The new vehicle will be delivered in the fall of 2000.

Volunteer Programs

There are many COA programs that would not exist without the dedication and continued involvement of COA volunteers. The Telephone Reassurance Program, Friendly Visitor Program, Income Tax Aide, Tax Abatement Assistant, Medical Escorts, Health Benefits Counselor (SHINE), Clerical Assistant are staffed strictly by volunteers. Yearly, sixty or more individuals give in excess of 5,500 hours of service. At an average value of ten dollars hourly, this amounts to savings to the Town of at least \$55,000 each year. These volunteers are recognized and honored at an annual Volunteer Luncheon to acknowledge their continuing efforts for seniors.

Units of Service

Elders and the families of elders come to the Council on Aging for many different reasons. Some are in need of home services such as Meals on Wheels or home care. Others wish to know what programs and services are available. Still others might feel in distress but have not identified a particular problem, and do not know where else to turn for help. The agency serves different needs with different methods and disciplines. In 1999, the COA provided over 39,400 units of service to Arlington elders and their families. In addition, over 56,000 hot meals were served by the Minuteman Home Care Meal Site in the Senior Center, either on the premises or home-delivered. The Arlington Senior Association, through their social programs such as Bridge, exercise, computer club, creative writing, line dancing, and special events tallied over 11,000 units of attendance in 1999.

Through its Health and Wellness, Social Services, Eating Together Meal Site, and social programs the Arlington Senior Center provided 106,718 units of service to Arlington's seniors in 1999.

Intergenerational Activities

Many of the agency's activities include young adults. This is a very successful formula not only to bridge the gap between generations but also to help young people foster awareness of, and an opportunity to learn about what successful aging can be. The Links Program, for example, allows junior high school age students to be available to help elders with some home chores as needed, such as snow shoveling or yard cleanup. This year, the Ottoson Junior High School produced a concert afternoon for seniors, featuring band, orchestra, and choral groups. The high school Community Service class visited the Senior Center, where students met with elders in dialogue. This resulted in a two-way appreciation of the other generation. Young adults were also active in the Telephone Reassurance and Friendly Visitor Programs, designed to offer outreach and monitoring to homebound elders.

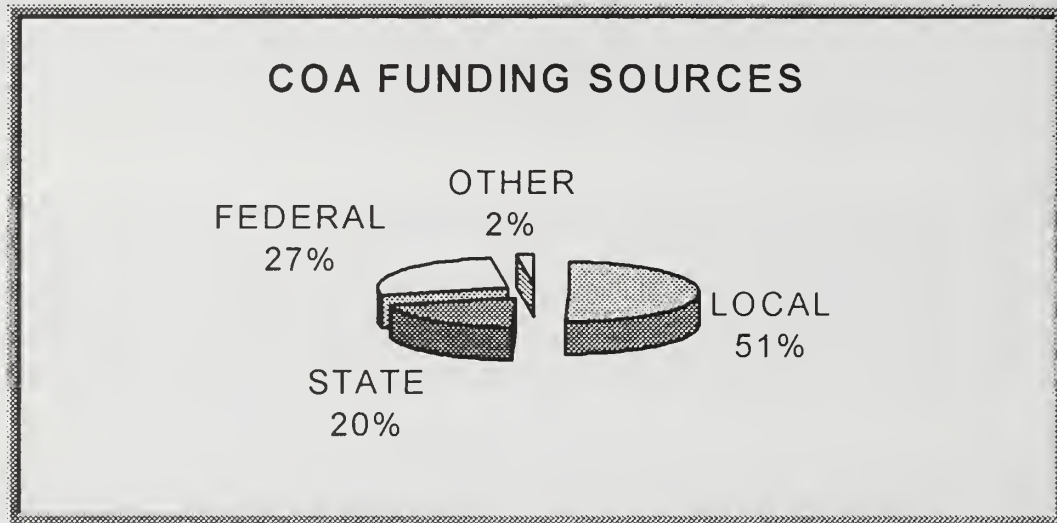
Council on Aging

The council is a nine-person volunteer board responsible to the Board of Selectmen and ultimately to the citizens of the community. This body has been given the stewardship of assessing the needs of the elders in Arlington and developing and carrying out those programs and services that meet those needs. The council has been particularly active this year, through monthly review and monitoring of agency budget and service delivery, and through its finance, needs assessment, bylaw review committees, Transportation Program review, and liaisons to both Minuteman Home Care Corporation and the Arlington Seniors Association. A needs assessment review committee was formed late in the year, and is charged with performing an overall assessment of the changing needs of Arlington's elders. This is a joint committee, staffed by members of both the Council on Aging and the Arlington Seniors Association. The purpose of such assessment is to review current service offerings in

the light of stated needs, and to direct short-term and long-term service programming to meet those needs more accurately and effectively.

Funding

Funding for agency activities derives principally from municipal funds, while Federal and State funding makes up almost the remaining half. Private donations continue to be a significant and important factor, however. Some critical programs, such as the Lifeline and the Transportation Scholarship Funds, operate solely on private contributions; they are not supported by public funds.



Goals for the Year 2000

Goals for 1999 included COA Transportation Program review, which was accomplished, and resulted in an expanded potential for COA van transportation of all Arlington elders. Also, intergenerational programming had a beginning with several structured efforts through the year.

Goals for 2000 are to: monitor and evaluate the structure and functioning of the Transportation Program as part of a more comprehensive town-wide needs-assessment effort, and development of intergenerational and other joint Senior Center programming in conjunction with the Arlington Seniors Association.

Fair Housing

Since 1980 the Arlington Fair Housing Advisory Committee (AFHAC) and the Director of Fair Housing have actively promoted and implemented activities and programs to ensure fair housing opportunities in the Town of Arlington. The committee and the director met for regular meetings through the month of June. After the resignation of Deborah Chang as Fair Housing Director in June and with the resignation of Phyllis Russo as the secretary to the Fair Housing Office in September, the AFHAC had several specially called meetings to discuss the immediate future of the Fair Housing Program in Arlington and the arrangements to provide office space and to fill staff vacancies in the Fair Housing Office. On what was described as a temporary basis, the AFHAC from September through the end of 1999 was allocated staff support and assistance in administering the Fair Housing Program from the Office of Housing and Disability Services and especially from its director, Jack Jones. Throughout the year the AFHAC and the Fair Housing Director and staff, when they were in place, discussed, planned, and worked to create solutions to concerns relating to equal access to housing.

Individuals, including tenants, landlords, homebuyers, and Realtors, who may have a variety of housing concerns have been urged to contract the Fair Housing Office. The Fair Housing Director provides assistance to those who perceive they have experienced housing discrimination. They are given information about filing formal complaints with the Massachusetts Commission Against Discrimination and the Department of Housing and Urban Development. Other complaints are either mediated by the Fair Housing Director or referred to other authorities or agencies as appropriate. In conjunction with the goals and objectives of the town's fair housing policy, educational materials and outreach efforts to targeted groups and to the general public are designed, implemented, and disseminated through the Fair Housing Office.

In addition to providing information and services to current and prospective residents, Realtors, and landlords, the AFHC has created programs and undertaken activities to provide education about fair housing and stimulate interest in and support for fair housing by the wider community. For the past eight years the AFHAC, in coordinated effort with the Fair Housing Director and staff of the Fair Housing Office, has pursued an innovative outreach program by sponsoring an Art and Literary Contest involving the students of Arlington High School. For the 1999 Art and Literary Contest nine banks contributed \$4,600 to provide scholarships for the winning entrants. Over 400 students submitted entries for review by members of the AFHAC who served as the judges. The theme for the 1999 contest was "Fair Housing: Open Doors, Open Minds." This project provided the opportunity for a sizable number of Arlington youths to learn about state and federal fair housing laws and Arlington's commitment to the promotion and furtherance of fair housing in the community. Although Arlington's Fair Housing Program is primarily concerned with meeting the housing needs of people currently exploring the housing market, the AFHAC considers this contest activity and with its subsequent awards ceremony to be relevant to the future of fair housing in Arlington. The contestants are the next generation of renters, homeowners, landlords, and likely some future housing professionals. The awards ceremony and its attendant publicity also enables the contestants' parents/guardians and other relatives and friends as well as the community at large to become more aware of Arlington's fair housing needs and concerns.

Both the Art and Literary Contests relied on the support and the activity of a number of people who volunteered their time and their professional skills to be judges. The 1999 Art and Literary Contest judges were: Deborah Chang, Fair Housing Director at the time; Anita Howard, member of the AFHAC, an independent consultant for educational and non-profit sectors, and General Manager of the *Cleveland Monitor*, a weekly newspaper focusing on civic, cultural, and commercial affairs of particular interest to African Americans in Northeast Ohio; Tim Lordan, member of the AFHAC and former Senior Vice-President for Lexington Savings Bank; Marcelina Manos, member of the AFHAC with a special background and interest in Hispanic culture and concerns; Nick Minton, Chair of the AFHAC, an Arlington Human Rights Commissioner, and political science professor at the University of Massachusetts Lowell; Pearl Morrison, member of the AFHAC and the principal of the West Somerville Neighborhood School; Julia Acquaaah-Harrison, member of the AFHAC and a licensed real estate professional; Adele Kraus, member of the AFHAC and a retired Brookline High School teacher who currently supervises student teachers; Muriel Ladenburg, member of the AFHAC and recently retired assistant dean at Brandeis University; Franklin Hurd, Jr. member of the AFHAC and Executive Director of the Arlington Housing Authority; Wilson Henderson, former chair of the AFHAC and director of the Equal Opportunity Division of the Massachusetts Housing Finance Agency; Stephen Gilligan, member of the AFHAC and former Town of Arlington Selectman; and Carol Senopoulos Forbes, member of the AFHAC and a social worker.

Each winning student received a personalized plaque in addition to several fair housing mementos from the Arlington Fair Housing Advisory Committee presented by Charles Lyons, a member of the Board of Selectmen, and Nick Minton, chair of the AFHAC. Representatives of each contributing bank awarded financial scholarships to their respective winning students. The following Arlington High School student winners of the Art Contest were awarded scholarships: Melissa Mahoney, merit award, \$650 from Medford Savings Bank; Melanie Lucente, merit award, \$650 from US Trust; Hannah Frigand, honorable mention, \$250 from Central Bank; Carl Grivakis, honorable mention, \$250 from BankBoston; Berkley Wilson, honorable mention, \$250 from US Trust; and Michael Dolan, honorable mention, \$250 from Citizens Bank.

The following winning students of the Literary Contest also received scholarships: Deborah Braga, merit award, \$650 from Cambridge Savings Bank; Jill Donnelly, merit award, \$650 from Boston Federal Savings Bank; Sandrine Ost, honorable mention, \$250 from Bank Boston; Jonathan Chin, honorable mention, \$250 from Belmont Savings Bank; Jessica Baker, honorable mention, \$250 from US Trust; and Gillian Carter, honorable mention, \$250 from North Cambridge Cooperative Savings Bank.

These presentations were made at a festive awards ceremony held during April, National Fair Housing Month, at the historic Whittamore Robbins House. Selectman Charles Lyons not only brought official greetings from the Board of Selectmen but also was the principle speaker for the evening. In addition to the presentation of contest awards, the AFHAC presented the Realtor Recognition Award to Dawn Marshall, whose name had been put forward by her colleagues in local real estate offices as being an exemplary model in the fair housing arena. Citizen awards were also presented by the AFHAC to Moses Hankook Choi and Natalie Jeannette Gill, students at Arlington High School, in recognition of their work in establishing programs promoting diversity at the school. During the entire month of April all the student submissions for the Art Contest were on public display at the Jefferson Cutter House.

Another event which involved educational outreach and which provided a connection to the Art and Literary Contests was Town Day in September. The AFHAC booth, staffed by members of the committee, distributed to all visitors copies of state and federal fair housing laws and other relevant housing brochures. Other promotional products such as pens, bookmarks, and note pads containing a fair housing slogan and information on contacting

the AFHAC and the Fair Housing Office were available for free distribution. Of special note was the "free raffle" of T-shirts containing the striking imprinted design of Melissa Mahoney, a merit winner in the Art Contest. Residents who visited the AFHAC booth who were winners in the raffle were sent complimentary T-shirts. A generous financial contribution by Medford Savings Bank helped make possible the printing and the purchase of 100 T-shirts featuring a winning design from the 1999 Art Contest.

For half of 1999 the Fair Housing Office was staffed with two part-time employees, the Director of Fair Housing and a secretary. During the time of their employ the Fair Housing Office was successful in providing personnel for coverage of office hours on a daily basis and in responding in a timely fashion to all inquiries, of which there were many, relating to housing. The Fair Housing Office and its staff, with the active support and involvement of the members of the Arlington Fair Housing Advisory Committee, were engaged in a broad range of activities, projects, and tasks for the purpose of providing services and information to those who had questions and needs related to fair housing. The director also served as the liaison to groups, agencies, and organizations outside Arlington regarding fair housing matters. With the resignation of the director in June and the resignation of the secretary in August leading to a decision not to fill either position until the Arlington Affordable Housing Task Force had convened and considered the housing needs for the town, fair housing inquiries, on a temporary basis, were to be directed to the Office of Housing and Disability Services. Through Jack Jones, the director of this office, and the staff of this office have been diligent, cooperative, and helpful to the AFHAC in providing space for the relocated Fair Housing Office and in fielding fair housing inquiries and making referrals as needed since September. The office was not provided with any additional personnel, specialized training, or resources. The AFHAC expresses its appreciation for their efforts to serve the interests of fair housing during this period of transition.

For 2000, the members of the Arlington Fair Housing Committee hope to see the appointment of a new Fair Housing Director and the provision of dedicated staff support for the Office of Fair Housing. Such actions will reestablish the Fair Housing Office as a dynamic force in the implementation of the kinds of outreach and educational activities and programs in the pursuit of fair housing goals for which it has been recognized in the past. For a fair housing program to be truly successful the AFHAC believes that these kinds of activities are required, in addition to providing a means whereby inquiries and complaints relating to fair housing can be received and acted upon appropriately. One such activity, in addition to those previously undertaken by the AFHAC and the Fair Housing Office, is the possibility of entering into a contractual relationship with the Massachusetts Commission Against Discrimination (MCAD) for not only the intake of fair housing cases but also for the active investigation of Arlington fair housing cases on file with the MCAD.

Arlington Human Rights Commission

The Arlington Human Rights Commission (AHRC) was created by Town Meeting in 1993 to advance issues related to the fair and equal treatment of individuals and to create a mechanism for addressing complaints arising out of these issues. The Town Manager, School Committee, and Board of Selectmen have appointment authority for the thirteen members of the commission.

The mission of the AHRC is to work individually and collaboratively with other groups in our community to celebrate the ever-changing tapestry of our town, and to emphasize, through educational outreach, the danger of intolerance at every level. The words of Eleanor Roosevelt speak eloquently to this goal: "Where after all do universal human rights begin? In small places close to home... so close and so small; that they cannot be seen on any map of the world. Yet they are the world of the individual person; the neighborhood he lives in; the school or college he attends; the factory, farms or office where he works. Such are the places where every man, woman, or child seeks equal justice, equal dignity, without discrimination. Unless these rights have meaning there, they have little meaning anywhere".

The commission began the year by electing a new chair, Sheri Baron. Christine Carney was elected to serve as vice chair. Until June 1999, the commission had the services of Mary Ann Sullivan as staff assistant.

Throughout the year, the commission worked toward fulfilling the goals of the town bylaw. The Education Sub-Committee continued to meet regularly with school administration to discuss matters of minority hiring and diversity issues in the schools. Commissioners met with former Director of Police Services DelGaizo to discuss protocol for reporting hate crimes and set up a system whereby the commission would be apprised of all such occurrences. Following Director DelGaizo's retirement, Chief Fred Ryan met with the chair of the commission to discuss his strong commitment to keeping Arlington a safe and welcoming community and to collaborate on how best to work toward their common goals. Chief Ryan attended a commission meeting to share his thoughts on human rights issues and community safety. He shared with the commission his background in human rights work

on the Concord Police Department and offered complete support and the desire to work closely with the commission in establishing responses and solutions to acts against basic human rights.

In an effort to help educate students about the effects of prejudice, intolerance and bigotry, the commission presented two films, *The Long Walk Home* and *Amistad* to the media department at Arlington High School.

In the spring, the commission hosted the third in its ongoing community forum series, *Arlington Dialogues*. A member of the World of Difference Institute of the Anti-Defamation League facilitated an interactive workshop, entitled *A World of Difference*. Audience members had an opportunity to hear the experiences of a non-white family living in a predominantly white neighborhood. They shared their experiences, thoughts, and feelings in an open forum. The fourth *Arlington Dialogue* is planned for late winter, 2000, focusing on what it means to be a gay or lesbian individual living in our community.

Regretfully during the year, a number of hate incidents occurred in town. The incidents involved hate graffiti, racist remarks, and some racially motivated violence of anti-Asian, anti-Black, anti-Semitic, and anti-gay nature. The police were immediately responsive and led thorough investigations keeping the commission abreast of each situation. The commission denounced these acts publicly and encouraged residents to report hate crimes or incidents to the commission and/or the Police Department. The commission maintained records of hate crimes and incidents and worked in cooperation with the Police Department in order to track the frequency and severity of such events in Arlington.

During the year, several complaints were filed with the commission and teams of investigators worked to resolve the matters. The commission once again contracted with the Massachusetts Commission Against Discrimination (MCAD) to investigate backlogged Arlington cases under the jurisdiction of the MCAD.

In an effort to increase visibility and awareness, the commission once again staffed a booth at Town Day in September, distributing informational brochures and answering questions. A quilt with a multicultural motif, designed and created by commissioner Christine Carney, was raffled. Grace Hueber, a kindergarten student at the Hardy School, was the winner of the quilt. Proceeds from the raffle will help sponsor faculty attendance at the *Facing History and Ourselves* workshop in Boston.

The year concluded with the commission's organization and sponsorship of the town-wide Winter Celebration in December. The Sunday afternoon performance, which included a professional Senegalese dance troupe, Scottish dancers, local elementary and high school choruses, an Arlington ballet school, and a performance by the African Dance Club of Arlington High School, thrilled a filled auditorium at Town Hall. The Winter Celebration, a 20-year tradition in town, is an opportunity for local talent and professional performers to join together to celebrate the rich diversity in the community. The commission also made a sponsorship donation to the Martin Luther King Birthday Celebration.

The Arlington Human Rights Commission has built a solid foundation over the past six years. The commission enjoys an excellent and respectful working relationship with all town departments, boards, and commissions. Support from the Town Manager, Board of Selectmen, and School Committee has been positive and always cooperative. It is the hope of the commission to build on this solid foundation as the new century begins. The focus will be to continue to make a reality the sentiment expressed on the banners that fly in Arlington's center that "Celebrate Diversity". For all those who live, work, and pass through Arlington it shall be known that Arlington cherishes its diversity, denounces intolerance, and works every day, through efforts of the Human Rights Commission and in a hundred other small ways, to foster a climate of warmth, mutual respect, and acceptance for every individual.

Commission on Disability

In its sixth year of service, the Arlington Commission on Disability has continued to work closely with Arlington officials, residents, public and private agencies, and others to insure that people with physical, sensory, cognitive, and other disabilities have equal access to town facilities, services, and programs. The commission consists of nine commissioners, all volunteers. As mandated by state law, the majority of commissioners have a physical, cognitive, or sensory disability. Two of the commissioners live with, and care for, a family member with a disability. One member of the commission is an appointed official of Arlington and one member is a provider of services to persons with disabilities. This mandate brings an intimate and informed understanding of disabilities to the commission's agenda and ultimate decisions.

Coordination and implementation of the commission's agenda and goals continue to be handled by Jack Jones and Janet Baronian of the Arlington Office of Housing and Disability Programs. Cooperation between the commission and this office is effective and efficient.

In 1999, the commission continued to focus on, and monitor, a number of ongoing, important access issues. The commission continued to work with local businesses to remove architectural barriers that would deny individuals with disabilities equality of opportunity, full participation, and economic self-sufficiency.

The commission continues to work with the School Department regarding access issues, both in existing school facilities and those schools slated to be renovated or rebuilt.

Educating the community, in general, regarding disabilities is an ongoing agenda item of the commission. During 1999, the commission published two newsletters in order to provide information about commission's projects and disability laws. Coordination and sharing of information and ideas between the Arlington Commission on Disability and commissions from neighboring cities and towns is ongoing.

Resolution of citizens concerns and complaints are managed, as needed, by the Arlington Disability Office in concert with the commission. Follow-up is done through the Disability Office using available municipal offices and information.

The 2000 agenda for the commission will continue to revolve around the very clear parameters of the American with Disabilities Act, with special attention being paid to progress being made by the Arlington School Department regarding school facilities. The commission also intends to make polling locations fully accessible, continue the commission's newsletters with three editions planned during the following year, and to work with the Permanent Town Building Committee to involve the commission at the design stage of future school projects. Also the commission intends to increase community awareness of the E911 system with outreach sufficient to reach all of Arlington's several thousand people with disabilities.

Arlington residents interested in serving on the commission should apply to the Town Manager. The commission meets on the third Wednesday of each month at 4:00 P.M. in the second floor conference room at the Senior Center Building located at 20 Academy St., Arlington. Meetings are open to the public and citizens are invited to attend to voice their concerns.

Board of Health

Human Services Board of Health	1999	2000
Budget:	\$120,281	\$138,787
Personnel, Full Time:	3	3
Personnel, Part Time:	1	1
Board Members:	3	3

The mission statement of the Arlington Health Department is to protect the public health of the Town of Arlington while promoting a healthy community.

Enforcement of state and local health regulations is an integral component of protecting the public's health. Routine inspections are conducted of all food establishments, public pools and bathing beaches, massage therapy establishments, tanning facilities, and retail stores that sell tobacco. Complaints are investigated as received regarding unsanitary conditions in areas such as rental property, dumpsters, lead paint, septic systems, and other miscellaneous environmental issues.

Preventing the spread of contagious disease continues to be a priority of the Health Department. All cases of communicable disease are followed-up by the Public Health Nurse. In addition to disease tracking, the Health Department hosts immunization clinics throughout the year to provide residents access to needed vaccinations. In May forty-seven dogs and cats were vaccinated against the rabies virus at the annual rabies clinic, and fall flu clinics provided 1,635 residents with the influenza vaccine.

The three-member regulatory Board of Health meets monthly to conduct public hearings, review existing health policies, and discuss community health issues. In 1999, the board implemented *Rules and Regulations Pertaining to Certification of Managers in Food Safety*. A manager from each food establishment that prepares food onsite was required to participate in a food safety and sanitation course. This educational requirement ensures the public that operators of food preparation establishments have an understanding of food safety and sanitation and are able to demonstrate this knowledge by obtaining certification.

The Tobacco Program of the Board of Health not only serves in a regulatory capacity enforcing tobacco related regulations, but also provides the community with tobacco education and treatment programs. In 1999, 175 participants attended tobacco treatment programs that offered behavior modification, hypnosis, and group support. In an effort to limit youth access to tobacco products, tobacco vendors were subject to four compliance checks during the year. On average, eighty-eight percent of tobacco vendors did not sell cigarettes to minors during checks. Following each check, the Tobacco Program offered compliance seminars to tobacco vendors to

train sales clerks as well as managers. Other activities of the Tobacco Program included participation in various health fairs and working closely with school health personnel to strengthen "No Smoking" policies and enhance programs such as Kick Butts Day and the Great American Smokeout.

In 1999, the Health Department assumed the duties of the Sealer of Weights and Measures. The Sealer enforces the Consumer and Merchant Protection Act by performing inspections of all scales, scanners, and dispensing equipment. This year, the Sealer was required to implement new responsibilities as mandated by the State Legislature. These responsibilities included Unit Pricing Regulations, Item Pricing Regulations, and the Motor Fuel Sales Act. In addition to the required inspections, the Sealer responds to all consumer complaints and inquiries received.

In the future, the Board of Health will uphold its mission by delivering existing programs, implementing new programs, serving as a health resource, and promoting healthy lifestyles in a healthy community.

Veterans' Services

Human Services Veterans' Services	1999	2000
Budget:	\$227,373	\$181,765
Personnel, Full Time:	1	1
Personnel, Part Time:	1	1

The Veterans' Services division aids and assists veterans and their families in times of need. All veterans are eligible to receive counseling regarding applications for federal and state benefits, financial assistance, medical assistance, educational benefits, and burial benefits.

The division also registers veterans who are buried in Mount Pleasant and Saint Paul's Cemeteries; and decorates their graves on Memorial Day with the help of local veterans' organizations.

Since 1984 this division has organized and managed the Memorial and Veterans' Day Observances.

Recreation Division

Human Services Recreation Enterprise Fund	1999	2000
Budget:	\$269,650	\$276,104
Personnel, Full Time:	3	3
Personnel, Part Time:	Numerous	Numerous
Veterans' Memorial Rink Enterprise Fund		
Budget:	\$274,434	\$318,890
Personnel, Full Time:	2	2
Seasonal Employees:	Numerous	Numerous

In 1999, the Recreation Division continued to focus upon offering quality programs and facilities for all residents of the Town of Arlington.

Improvements to facilities continue to be a priority. The bathrooms at the Reservoir Beach received a facelift before the start of the swimming season. The emergency exits at the Sports Center were upgraded with new doors, signage, and lighting. The heating system at the rink was extended to the third and fourth locker rooms and a new intercom system was installed connecting some of the remote areas of the building.

The development of programs continues to be a focal point. This year the Sports Center increased the off-season use when the facility was available for roller hockey. A new board system was constructed which allowed for multiple uses as a roller rink and baseball facility.

The completion of the spray pool at Lussiano Park added a new dimension to recreation offerings. The pool was staffed for eight weeks during the summer.

The interest in activities continues to grow creating an increased demand for facilities and staff. Participation in the youth basketball program has skyrocketed as leagues have expanded and new programs have been introduced. Skating continues to be a popular leisure time pursuit with ice time at a premium during peak season.

The staff of the Recreation Division has worked diligently with user groups to explore ways to make the best use of our somewhat limited resources. This has fostered a strong communication network that has been beneficial to all.

The Division will enter the next century with a significant change as Superintendent of Recreation, Deborah Hayes, announced her resignation effective early 2000. Hayes will step down after more than twenty-five years of service to the Town. Her replacement, Joseph Connelly, will begin his tenure in January.

The Recreation Division will continue to strive to offer diversified leisure opportunities for the residents of Arlington by continually evaluating, updating, and developing new programs and facilities.

Park and Recreation Commission

In 1999 the Park and Recreation Commission continued the task of renovating and improving the parks, playgrounds, and open spaces in town. The commission focused on long-range planning, capital improvements, and management policies for the upgrading and maintenance of playing fields. The commission also worked closely with citizen groups and town organizations to promote increased use, understanding, and awareness of Arlington's open space resources.

Playing Fields

The renovation of the town's playing fields remained a high priority for 1999. The commission continued to implement the recommendations contained in the Playing Field Management Report of 1997 prepared by Pine & Swallow Associates Inc. Florence Avenue Field was completed in the fall of 1998 and Magnolia Field was completed in the spring of 1999. These fields combined with the previously renovated North Union and Spy Pond fields provide much needed facilities for soccer, baseball, and other field sports. Plans are under way for the renovation of Hills Hill with funding from the Arlington Soccer Club. Additional funds will be requested from Town Meeting for the complete renovation of Thorndike Field in East Arlington.

Maintenance of these fields improved as a result of additional funding approved by Town Meeting in 1998. Additional personnel were hired by the Department of Public Works and an outside contractor, Prescription Turf Services, was selected to perform specialized maintenance tasks. The commission and the recreation superintendent met on a regular basis with the DPW to coordinate the reconstruction and maintenance activities.

Playgrounds

Arlington's playgrounds are actively used by neighborhood and school facilities throughout the town. Many of these playgrounds have been renovated with new equipment in conformance with current safety standards and to make them accessible to children with disabilities. Renovated playgrounds include Buzzell Playground, Menotomy Rocks Park, Parmenter School, the Peirce School Tot Lot, Spy Pond, North Union, Brackett School, Bishop School, Poets Corner, Magnolia, and the Reservoir. Other facilities have had some upgrades in recent years but many are in need of reconstruction to replace outdated equipment and to meet current standards. In 1999 Town Meeting appropriated funds for new equipment at Parallel Playground. Design plans are being prepared for review by the community and construction is scheduled for the spring of 2000.

Additional funding will be requested in 2000 for the renovation of Crosby Playground in East Arlington and the Locke Playground in Arlington Heights. Future requests will be made for Robbins Farm, Hibbert Street, Waldo, and Florence Avenue.

Open Space

During 1999 the Park and Recreation Commission assisted and participated in meetings with open space advocacy groups including the Open Space Committee, the Friends of Robbins Farm, the Friends of Menotomy Rocks Park, and the Friends of Spy Pond. The goal of these meetings was to help protect, preserve, and maintain the less actively used open spaces within the jurisdiction of the commission.

The Spy Pond Park Feasibility Study was completed in the fall of 1999. The report evaluated the condition of the shore of Spy Pond from Pond Lane to Linwood Street and provided recommendations and cost estimates for restoring this area including erosion control, improving water quality, improving wildlife habitat and scenic views, and maintenance procedures. The commission will continue to work with the Friends of Robbins Farm in 2000 to develop a comprehensive plan for the entire site.

The commission also encourages donations to the Park Beautification Fund for landscaping, benches, and selected improvements to the park and open space in the town. Donations to this fund have resulted in the installation of benches at Menotomy Rocks Park and landscaping improvements at Spy Pond.

Funding

The lack of adequate funds for maintenance and renovation continues to be the major problem in achieving the goals established in the ten-year capital plan. Projects are often only partially funded delaying the schedule for implementing the plan. Requests for funding are reviewed by the Capital Planning Committee, the Finance Committee, and Town Meeting. Competition with other needs within the constraints of Proposition 2 1/2 often results in reduced allocations. Other sources of funding include Community Development Block Grant funds for qualifying locations, state and/or federal grants. In 1999 the commission established several subcommittees to explore the potential for outside assistance. The results of this study will be available in the spring of 2000.

Superintendent of Recreation

In October 1999 the Superintendent of Recreation, Debbie Hayes, announced that she was submitting her resignation after more than twenty-five years of community service with the Town of Arlington. Her outstanding leadership and commitment to the youth of Arlington will be her legacy. During her tenure as superintendent she gained the trust and admiration of her peers and advocates of recreation programs. Debbie's credibility and fairness in performing the difficult task of allocating limited field space earned her the respect and admiration of her constituencies.

Following a lengthy process of interviews and discussions, Joesph Connolly was selected as the new Superintendent of Recreation. Joe held a similar position in the Town of Reading and has impressed the commission with his enthusiasm and understanding of his responsibilities that he has already displayed during his short tenure. The commission looks forward with confidence in the new superintendent continuing the breath and quality of Arlington's recreation programs.

Goals for 2000

The following goals for the year 2000 will provide the commission with the framework for planning and decisions as we continue to provide a balanced program of recreational opportunities and open space facilities:

- ❖ Plan for capital improvements
- ❖ Identify alternative funding sources
- ❖ Monitor maintenance programs
- ❖ Increase funding for capital improvements
- ❖ Develop advocacy groups
- ❖ Continue communication with "friends" of open space use and neighborhood groups

The success in achieving these goals is dependent on the support of many individuals and organizations in the town. The commission would like to thank all of the town employees, volunteers, and individuals who have offered their time and support to protect, preserve, and enhance Arlington's recreation programs and open space resources.



Robbins Library Director and Board of Trustees

Libraries	1999	2000
Budget:	\$1,347,122	\$1,416,453
Personnel, Full Time:	24	24
Part Time (excluding Pages):	5	9

The Robbins Library continued to experience high usage by the community as circulation increased to 487,909 and the public workstations with access to the Internet and the research associated electronic databases were in constant demand. Use of the book and periodical collections remained high, audiovisual use skyrocketed, and the databases provided resources to fulfill the need of citizens for information. As in previous years, the public relied heavily on the professional librarians at the Reference Desk, Children's Room, and Fox Branch Library to answer a total of 74,631 reference questions in Fiscal Year 1999 and assist in navigating the World Wide Web.

Services for Adults and Young Adults

Adults and young adults enjoyed a wide range of services provided through the librarians in the Adult Services Department. Web-based catalog and Internet classes were offered in small group sessions throughout the year to familiarize citizens with the operation of the book and audiovisual catalog and to provide basic training in navigating the World Wide Web. Tours of the library were given that highlighted the architecture of the library and reviewed the location of the various collections. Staff created book and audiovisual displays to publicize the collections and assist citizens in locating interesting and enjoyable materials. Library staff also coordinated with the many local organizations that took advantage of the library's exhibit space in the lobby to present informational displays. The library continued to staff the Reference Desk whenever the library was open to the public and to provide two librarians whenever possible during busy hours to accommodate patrons needing assistance.

A total of eighteen databases were offered through the Minuteman Library Network, the Massachusetts Library Information Network and the Metrowest Regional Library System. These databases included General Reference Center, Expanded Academic, Health Reference Center, General Business File, Predicasts PROMPT, Contemporary Authors, Contemporary Literary Criticism, Archives USA, Phone Directory, Biography and Genealogy Index, Books in Print, College Source, Poemfinder, Reference USA, Electric Library, Dialog News Collection, World Book Online, and the Boston Globe. In addition the Robbins Library purchased Novelist, an electronic reader's advisory resource which assists fiction readers in finding new authors and titles.

Services to young adults in grades six through twelve continued to be a priority. The Adult Services Librarian with responsibility for that age group endeavored to be present in the Young Adult Area as much as possible during the afternoon hours. As in previous years the Reference Desk staff assisted students with class assignments and bibliographic instruction. As part of the Long-Range Planning Process, young adults were surveyed as to their interests and satisfaction level with library services and collections. A selection of spoken word cassettes was introduced this year for young adults. The staff coordinated with both Arlington High School and the Ottoson Middle School on the summer reading lists and it is hoped that Saint Agnes and Arlington Catholic High School will agree to participate next year. The Summer Reading Program for young adults was very successful as the number of participants increased substantially over last year. Students submitted artwork to decorate the Young Adult Room during the summer as part of the summer reading program. Teenagers participated in poetry, art, and drumming workshops in the summer. Library staff developed a guide for teens on creative writing that listed books, magazines, and web sites. In October 327 students from Ottoson enjoyed a young adult author program and fourteen students had the opportunity to attend a luncheon with the author, David Adler.

The library was pleased to welcome groups to use the Community Room and Conference Rooms. These rooms were utilized 613 times by 181 community organizations and the two study rooms were in frequent demand by students, tutors and those using word processing and spreadsheet programs.

Services for Children

The library received funding from the town to open the children's room on Thursday evenings in addition to Monday nights. The library hopes in future years to open additional nights if the evening hours prove popular.

Over 13,000 children and their parents enjoyed 326 programs. Approximately 1,062 children registered for the summer reading program whose theme was *Funny Things Happen When You Visit the Library*. Other

activities throughout the year included storytimes for three, four and five years olds, sing-a-longs for infants and toddlers, crafts programs, performances, staff visits to the schools, and class visits to the library. The children's librarians continued to offer assistance to children, parents, and teachers in researching homework assignments and for general use both in the book collection and via the Internet. The public also enjoyed book displays and special exhibits including Native American dolls, artwork from the schools, jokes submitted by children, and a traveling museum exhibit of Laura Ingalls Wilder works and memorabilia. As in previous years, the public was very enthusiastic about the graded and subject booklists compiled by the staff. Over 2,106 books were distributed to children as part of the Reading is Fundamental Program. Additional computer workstations were installed in the Children's Room so that more children could take advantage of electronic informational resources. The staff continued to publish a monthly children's newsletter that is distributed at the library and all the elementary schools in Arlington.

The Anne A. Russell Children's Educational and Cultural Enrichment Fund afforded over 7,000 children and their parents the opportunity to enjoy seventy-seven unique and diverse programs that could not otherwise be provided with municipal funding. The theme chosen for Fiscal Year 1999 was *Everything Tells a Story*. This theme was a wonderful programming vehicle exploring the various ways humans tell stories and the many stories we have to tell one another. Programs presented throughout the year included storytellers from a variety of cultures, puppet shows, historical narrative, theatre, author visits, and dance. Funds were also used to enhance the library's fiction collection for children through the purchase of books, cassettes, videotapes, CD-ROMs, and other materials. The spring fair, entitled *The Telling Stories Fair* provided an opportunity to fully explore our annual theme with storytelling and other performances, music, crafts from stories around the world, and exhibits of student work related to favorite books. As in previous years, an author visited all third and fourth grade students in the elementary schools. When the sixth grade students in Arlington moved to the Ottoson Middle School this year, library staff paid particular attention to providing materials and programming focusing on the specific needs of middle school students. The Russell Fund continued to provide kindergarten packets to children to introduce them to the library and baby bundle packets to new parents with information on library services for infants and toddlers.

Edith Fox Library and Community Center

Adults and children in East Arlington enjoyed a wide range of programs and services at the Edith M. Fox Library and Community Center. Children participated in sing-a-longs, storytimes, lap-sits, craft times, school and nursery school visits, performances, special holiday programs, and workshops. New CD-ROMs were also offered for children. Staff participated in community events including a visit from students and parents in the English As Second Language Program at Thompson School, hosting of a Hood Literacy Project/Title One parents' night, and hosting of a meeting of the Community Partnerships for Children. Staff created ongoing book displays for both adults and children. The library introduced a new database of day care providers that was funded by the Community Partnerships for Children.

Behind the Scenes

A major undertaking in 1999 was the preparation of a Long-Range Plan for library services for Fiscal Year 2001-2004 which has been accepted by the Massachusetts Board of Library Commissioners. A ten member advisory committee comprised of staff, Trustees, the Assistant Town Manager, and the President of the Friends of the Library formulated the document over a nine-month period. The committee reviewed library services and resources, used Vision 2020's Community Needs Statement and Vision Statement to determine how best the library could meet community needs, and formulated library vision and mission statements. The committee then selected four service responses for the library to concentrate on from a list of thirteen possible responses recommended by the American Library Association. The four responses selected are: Current Topics and Titles, General Information, Formal Learning Support, and Lifelong Learning. Finally, the committee and Board of Trustees wrote and adopted goals, objectives, and activities related to those service responses. The results of user surveys of adults, students, and parents were considered in adopting the service responses and the goals and objectives. Copies of the complete document are available at the Reference Desk.

The library increased its efforts to coordinate with the schools to better serve the children of Arlington. Staff was very pleased that this year the school department included the library as part of the orientation tour for new teachers. A letter was prepared for all teachers concerning school assignments and the homework support that would be provided by the library. The librarians in Adult Services, Children's Services, and the Fox Library spent considerable time researching appropriate titles to purchase to support the new curriculum frameworks. Several meetings were held with school personnel to solicit their suggestions about subject areas needing greatest attention.

Library staff undertook two projects to preserve and protect the collections. The Adult Services Department developed a preliminary manual on Disaster Preparedness that outlines steps to take in the case of disasters like fire or flooding and purchased equipment and supplies that would be needed. The library is coordinating with the Fire Services Department to develop procedures to be followed in the case of a disaster that threatens the most valuable collections like the Local History materials. The library also applied for and received a matching grant from the Massachusetts Board of Library Commissioners to employ a preservation consultant to review the library's collection for items that need specific conservation work and to make recommendations for treatment, storage, and handling.

Other projects undertaken by staff included the initiation of entering reserves online at the Reference Desk, enabling patrons to place their own interlibrary loan requests online, continued weeding and updating of collections areas, extensive reference assistance for patrons with local history questions, printing of reserve notices in-house for timelier patron notification, updating of the periodical list, and the shifting of various collections. Increased funding for the Adult Services Department resulted in an addition of seventeen hours for technology related duties. The library staff and the Friends of the Library produced a quarterly newsletter for the public with information on programs and services of interest. Staff attended several workshops to enhance their skills in serving the public including training in customer service, effective reference skills, children and the Internet, Internet resources, and technology.

As part of ongoing library operations in Fiscal Year 1999 the staff selected, purchased, and processed 17,141 new items including books and audiovisual materials. The staff checked out and returned to the shelves 487,909 items and processed over 24,000 interlibrary loan and reserve requests. The library collected \$67,567 in overdue fines and lost book money that was returned to the general town fund.

Helen Carter retired from the Children's Services Department after twenty-five years of service with the Town including thirteen years with the library.

Board of Trustees

Among the objectives of the Board of Trustees were to continue the sponsorship of a twice-yearly author's program, to work with the director on formulating a new long-range plan for library services, and to raise private funds for the increase of the collections. The board approved funding from trust funds in Fiscal Year 1999 for reference books, Chinese books, genealogy books, disaster plan supplies, books on tape, videos, art prints, Young Adult Summer Reading List, Children's and Young Adult Summer Reading Clubs, Reading is Fundamental program, performers, CDs for children, educational toys and puppets, children's books, materials for the Fox Library, volunteer appreciation, author program, and staff development.

Board members participated in Town Day by staffing a table providing information on library activities and resources. The board sponsored author programs with mystery writer Katherine Lasky Knight and non-fiction writer Nicolas Gage. The board did a mail solicitation of previous donors in December to raise funds for the collections, especially audiovisual materials. The board was appreciative of the efforts of Trustee, Robert McKersie, who served for three years.



*Board of Library Trustees
Seated, l to r: Joyce Radochia, Katharine Lawrence,
Barbara Muldoon, Standing, l to r: Patricia Deal, Susan
Ruderman, and David Castiglioni.*

Donations

Citizens, businesses, and organizations donated \$11,943 to the library in Fiscal 1999. The library acknowledges with appreciation these gifts which allowed for the purchase of additional books and audiovisual materials. The library continued to be most grateful for the Anne A. Russell Educational and Cultural Enrichment Fund for the diverse programs it offered.

The Friends of the Library donated \$7,245 to the library for membership to six museums, medical books, English as a second language tapes, videocassettes, reference books, books for the rental collection, book binding, music CDs and CD-ROMs for children, paperback rack, and paperbacks for the Fox Library.

Volunteers

A dedicated corps of twenty-six volunteers donated 2,177 hours to the library. Their activities included shelving materials, conducting an inventory of the library's collection, re-labeling the fiction collection, organizing

periodical storage, and delivery of materials to the homebound. For the third year, the library participated in the Senior Citizen Community Service reimbursement program. The volunteers were Vodry Altima, Steve Barkin, Alan Berner, Beverly Brinkerhoff, Jeffrey Castiglioni, Carole Clarke, Dan Crosby, Mary Eaton, Suzanne Hilton, Anne Honeycutt, Benjamin Ho, Takeshi Ito, Susan James, Dorothy Jones, Marion Kranefuss, Beth Lanigan, Susan Martheson, Kay McGreal, Diana Mignosa, Evelyn Nolan, Patricia Quatieri, Alice Seelinger, Lorrie Steele, and Wendy Watson. Special recognition is given to Katherine Gryniewicz and Mary Gryniewicz for the hours they spent each week in organizing the ongoing book sale on the fourth floor.

Friends of the Library

The Friends of the Library assisted with the authors program and sponsored the annual and ongoing book sale. In addition the Friends sponsored two programs in 1999. An *Armchair Tour of the Museum of Fine Arts* was presented by Museum guides to an enthusiastic audience in May. The slide presentation highlighted the museum's world-famous collections, the people who shaped them, and the range of activities now available at the museum. Mary Jacobsen, an Arlington resident and psychotherapist, presented a well-attended and fascinating program in September on how families influence our career paths.

Looking Ahead

In 2000 and the years ahead the library will continue to face the challenge of recent years to maintain a sufficient funding level to expand its book and audiovisual collection, keep pace with new technology, and explore new formats such as DVDs.

As part of the long-range planning process, surveys of adults, students, and parents were conducted in 1999. The survey indicated a 90%+ satisfaction rate (satisfied or very satisfied) with the physical facility, reference assistance, attitude of staff, interlibrary loans, and children's services. A 65% satisfaction rate with the audiovisual collection (books on tape, compact discs, audiocassettes, and videocassettes) indicated the need to increase this collection. In recent years both private donations and trust funds have been utilized to supplement municipal funding for the audiovisual collection but citizens still expressed dissatisfaction with the size of the collection. The Board of Trustees in 1999 conducted a mail campaign to raise additional funds for the audiovisual collection. In 2000 the donations received will be allocated to address this need. It is anticipated that a fundraising appeal will be conducted annually to augment municipal funding.

The library in 2000 will continue efforts to coordinate with the schools regarding assignments to support the new curriculum frameworks. Library staff will continue to monitor how well the collection is meeting student needs, utilize electronic databases to locate information for students, and search for age appropriate materials to meet the revised curriculum.

A goal for 2000 and the future is to more effectively promote the availability of library resources and services through a library web page, town web page, and print resources.

The Fiscal Year 2001-2004 long-range plan for library services provides a blueprint for the future. Among the objectives for the four years are to ensure prompt shelving of returned materials, improve reader's advisory services, increase audiovisual collection to meet patron needs, create a space plan for future growth of the audiovisual collection, explore the feasibility of introducing new formats, increase citizen awareness of library resources, increase use of career materials, meet student needs for homework assignments, increase use of library services by senior citizens, businesses and people with disabilities, increase the number of hours children spend reading, and provide training for staff to keep pace with new technology.

As part of the planning process the Board of Trustees adopted a new mission statement as follows:

The mission of the Robbins Library is to be a vital community resource, cost-effectively providing residents with a broad range of materials, information and services to assist them in leading satisfying lives in a complex world.

- ❖ The library will provide information and answers to questions on a wide variety of topics related to work, school and personal life through print, online and other resources and will assist patrons in the independent use of these resources.
- ❖ The library will nurture the love of reading in children and will provide materials which address the desire for personal growth and development for people of all ages.
- ❖ The library will provide professional assistance and curriculum support materials for new teachers and for students in grades K-12 enrolled in formal educational programs or being home-schooled.
- ❖ The library will maintain a high quality collection of current materials to meet residents' desires for leisure reading and viewing, recreational and cultural enrichment.

The Board of Trustees and staff welcome the active involvement of all Arlington citizens in the library.

Arlington Public Schools

Arlington Public Schools	1999	2000
Budget:	\$26,241,453	\$27,901,358

The Arlington School Committee recognized the following areas to be addressed during the school year: to produce a fiscally responsible budget, to address the human resource needs as a result of staff retirements, to align the curricula with the frameworks, to provide a safe and secure environment, and to provide continual communication with all. These goals supplemented the many programs that have been instituted over the past few years as a direct result of the five-year Strategic Plan designed by the many constituencies of Arlington.

A "goals achieved" workshop was held and reported some of the school accomplishments over the past five years. The following areas were identified as successful initiatives:

- ❖ Full Day Kindergarten
- ❖ Successful Debt Exclusion Referendum
- ❖ New Brackett School
- ❖ Renovated Bishop Elementary School
- ❖ Harvard Scholars Program
- ❖ Totally recertified staff
- ❖ Elementary Child Abuse Program
- ❖ Wiring all schools for Internet
- ❖ Special Education Reorganization
- ❖ Compliance with Education Reform Law
- ❖ New Middle School Curriculum
- ❖ Renovated Ottoson Middle School
- ❖ Peer Mediation Program
- ❖ Mentoring Program for Teachers
- ❖ Written Elementary Curriculum
- ❖ Elementary World Language Program
- ❖ Strategic Plan for five years
- ❖ Study skills at Ottoson Middle School
- ❖ Block Scheduling at High School
- ❖ Profiles in Diversity with Advocate
- ❖ Technology in classrooms
- ❖ Successful comprehensive review by state
- ❖ After school MCAS programs
- ❖ Improvement in all MCAS scores
- ❖ Parent MCAS meetings
- ❖ New math curriculum
- ❖ Successful transportation program
- ❖ Facing History Program at Ottoson
- ❖ Volunteer program
- ❖ AEEF grants for faculty
- ❖ Middle School Curriculum program
- ❖ 6th grade transition
- ❖ Professional development program
- ❖ New teacher evaluation instrument
- ❖ Increased time for school day
- ❖ Communications officer—webmaster
- ❖ Smaller class sizes
- ❖ Professional collaborations
- ❖ Book discussion groups
- ❖ Millions in grant monies
- ❖ Multicultural programs
- ❖ Minority hiring initiatives

The above-mentioned initiatives were accomplished in addition to providing an excellent educational opportunity for all the children of Arlington.

In order to provide equity in all elementary schools, the School Committee has requested that another Debt Exclusion Referendum be placed on the ballot to rebuild and or renovate the remaining four schools. The firm of Drummey, Rosanne, and Anderson of Newton was contracted to design the Peirce Elementary School and the Dallin Elementary School for submission to the Department of Education by next June. Many hearings were conducted to insure that the voices of the staff, parents, and community were heard.

The budget for the Arlington Public Schools was approved in the amount of 27,901,358 to provide for the 4,220 students attending nine schools. This amount was supplemented by approximately 2,000,000 in grants from the Federal, state, and private areas.

Students in grades four, eight, and ten took the second edition of the MCAS examinations in English, Language Arts, Mathematics, and Science. The students exceeded the state averages in all subjects at all levels. Two elementary schools, Brackett and Thompson, did not have any failing scores in any subject.

Carolyn Simmons decided not to seek reelection to the School Committee. Her many years of caring and commitment to the students will be very much missed. Joani La Machia was chosen to be the new member. Denis Sullivan was chosen to serve as the Chair for 1999.

The following staff members retired this year: Helen Budd, Pauline Fennel, Elizabeth Fiorenza, Victor LaPointe, Arlene Mahoney, Robert McFarlane, Roger Neal, Richard Quigley, and Donald Sandrelli. Sadness visited the school system with the deaths of Mary Lou Sheehan and Bernard Walsh. Their many years of dedicated service to the children of Arlington were much appreciated by all who came in contact with them.

The Arlington School Committee has set a compelling sense of direction for the schools which require constant vigilance for a safe, supportive, and welcoming learning environment. The high standards they have set

require fairness, honesty, and respect for all who enter. The implementation of an effective communication program has supported this vibrant educational system.

A sincere thank you is due to the Town of Arlington for the constant understanding and support provided to the public schools.

Minuteman Regional High School School of Applied Arts and Sciences

Minuteman Regional High School – Arlington Assessment	1999	2000
Budget:	\$2,174,987	\$2,142,187

Student Achievement

Six Minuteman students received medals at the thirteenth annual National Robotics Competition held at the campus of Saginaw Valley State University in Michigan. More than 196 teams representing more than 600 students from twelve states and fifty-two high schools and colleges competed in the robotics skills events, hosted by the Society of Manufacturing Engineers. The students demonstrated their application of classroom knowledge into real-world activities as they competed in various contest categories. In addition to the contest events, the students were able to learn from each other as well as from the engineering professionals who attended and helped judge the competitions.

Seventeen students from Minuteman were award recipients at the state's twenty-fifth annual Vocational Industrial Clubs of America (VICA) State Skills and Leadership Conference held recently at different locations throughout Massachusetts. More than 850 students from thirty-nine schools competed in sixty-five competitions demonstrating their competence in the technical area or in leadership areas such as prepared speech and job skill demonstrations. Minuteman had a total of twenty-eight students competing against the top students in Massachusetts. Of the twenty-eight students competing, seventeen were medal winners: six gold, seven silver, and four bronze. All six gold medalists competed in the national VICA competitions held in Missouri and three of them won national gold medals. Six Minuteman students competed in the Massachusetts Vocational Math League and finished first in the statewide competition.

Middle School Technical Literacy Program

Another Minuteman partnership is the middle school technical literacy program. The school is currently working with teachers in six district middle schools, assisting them in developing and incorporating technology education into their curricula as well as providing technology instruction in support of important and necessary computer skills. Minuteman staff began the planning process to extend and expand this valuable service to other district towns. The strengthening of the middle school service can become a very important help to member towns in fulfilling requirements of the new Massachusetts Curriculum Frameworks on technical literacy.

The popular After-School Program, which provides hands-on career and academic enrichment opportunities for sixth, seventh, and eighth graders in the district, is offered without charge, including transportation, to participating schools. These two programs are financed by the Minuteman school budget.

Establishment of a Pre-Engineering Academy

This rigorous, college preparatory program is designed for academically talented, technically oriented students who plan to matriculate to a competitive technical college or institute upon graduation from high school. The focus of the technical component will be in Pre-Engineering technology. Academic and technical curricula meet or exceed all MCAS standards.

Industry and college partners joined Minuteman to develop this modern pre-engineering program that will add to Minuteman's many high technology career path options. Now students interested in the many high tech careers of tomorrow can prepare for advanced college study and technical training in any of these areas: biotechnology, environmental technology, telecommunications, electromechanical technology, computer drafting and design, and now, pre-engineering.

Recognition of Automotive Academy

The Minuteman Automotive Academy was selected by the National Automotive Youth Educational Systems program as a site for high-level career learning in the field. Daimler Chrysler, General Motors, Toyota, Volkswagen, the National Institute for Automotive Service Excellence (ASE), college partners, and others work with Minuteman in providing exciting career opportunities across a broad spectrum ranging from advanced technician to management specialist to automotive engineer.

Marriott Assisted Living Partnership

Minuteman continued its work in bringing a campus and program expansion proposal to fruition. The partnership with Marriott Corporation proposed to develop and construct an assisted living center on campus thus allowing students to have a wide variety of on-campus real world learning opportunities in subject areas such as culinary arts, cosmetology, construction, landscape management, accounting, and more. This facility would become an important part of a new hospitality academy covering a broad range of people-service careers.

School-to-Career Partnership

Fifteen of the sixteen towns in the Minuteman District belong to the Schools-to-Careers Partnership. The Partnership is a collaboration between business and education that has exposed more than 6,500 district students to career information during the most recent months. Highlights of the program have been: gaining high school graduation credits (in a few systems) for taking a career preparation course prior to going out to work in a business on a student internship; institution of career preparation courses in the secondary curriculum; strong professional development for teachers in order that they achieve an understanding of local industry company leaders such as Bell Atlantic, Raytheon, Emerson Hospital, Morgan Stanley, T.J. Maxx, Marriott International, and Duracell International. Some of the area teachers have also begun to work in industry in an externship capacity for a part of the year in order to improve integration and application of the students' lessons.

Closing the School Choice Program

The Minuteman Regional School Committee voted to close the School Choice program for non-district residents because the state reimbursement level remains inadequate. This change will reduce student enrollment in the near term and require the implementation of a strong recruitment effort to enhance the school's population. The School Committee is committed to working at both increasing in-district enrollment and enacting legislation to allow non-district residents to attend under state regulated Chapter 74 tuition levels.

Community Relations and Development

Minuteman expanded its public information effort in member towns to help parents and students become more aware of the special college and career advantages available to them through Minuteman Regional High School. The school launched a new web site aimed at sixth, seventh, and eighth grade students highlighting Minuteman's academic offerings and vocational-technical programs as well as the school's unique brain-based teaching styles. The new web site can be found at <http://www.minuteman.org> and also demonstrates how the regional school is an advantage to its member towns in terms of community service and functionality.

Minuteman also began a strong outreach effort to inform both parents and students about the school's history, curriculum, and alumni successes. The creation of the school's first alumni association is also under way as a means of expanding industry and business support. The alumni association will also be a way of engaging graduates who reflect positively upon their Minuteman experience and wish to maintain a supportive relationship with their high school.

An extensive development effort is under way as a means of gaining support from prospective industry partners and grant makers. These will be important ways to expand the school's offerings without taxing the district's homeowners. The program will be implemented throughout 2000 and school personnel are available to work with local businesses in providing the best possible educational opportunities to the district's student population. Questions on any of the development activities can be directed to Thomas Markham at 781-861-6500.

Enrollment at Minuteman

Town of Arlington
October 1, 1999, Enrollment - Full Time Equivalent

Regular*	Reduced Cost	Afternoon	Middle School **	Total
104	12	5.28	0	121.28

* Includes special education

** Arlington does not use Middle School services at Minuteman.

Regional School Committee Changes

After several years of outstanding service, Chairperson Robert Wiltse of Acton, Paul Schiepers of Bolton, Shawn Winsor of Lancaster, and Dorothy Pesek of Wayland stepped down from their positions as representatives to the Minuteman Regional School Committee. Appointed by their respective Town Moderators to replace the outgoing committee members were Charles Olmstead of Acton, Robin Pekins of Bolton, James Ford, Jr., of Lancaster and Marie "Betsy" Connolly of Wayland. At its July 20, 1999 meeting the Minuteman School Committee elected Jeffrey Stulin of Needham as its new chair. The Minuteman School Committee and staff thank everyone for their service to the school district and its students.



Department of Public Works

Public Works	1999	2000
Budget:	\$6,477,188	\$6,531,081
Personnel, Full Time:	93	93
Seasonal Employees:	Numerous	Numerous
Water / Sewer Enterprise Fund		
Budget:	\$10,148,594	\$10,566,156

The Department of Public Works is made up of several working divisions: Administration, Engineering, Water/Sewer/Highway, Properties, and Natural Resources. It is the goal of this department to provide citizens, boards, commissions, and other departments with superior service and support through the consistent managed efforts of the five divisions of the Department of Public Works.

Engineering Division

The Engineering Division of the Department of Public Works continues in its capacity as a service-oriented department supplying support services to various departments, commissions, contractors, public utilities, and to the general public. As a part of the Department of Public Works the Engineering Division works closely with the Water/Sewer/Highway Division in upgrading and improving the infrastructure of the town by providing surveys, engineering design, construction plans, field layouts, and field inspection services.

The ongoing annual water rehabilitation program took place this past year with the replacement of 4,000 linear feet of water pipe on Mount Vernon Street, Coolidge Road, Murray Street, Cedar Avenue, and a portion of Fountain Road. Remaining construction for this contract will take place on Pine Ridge Road, Buena Vista Road, Robbins Road, Spring Avenue, and Fountain Road with an additional 3,800 linear feet of eight-inch pipe in the spring. Additional work in this contract included replacing three non-functioning eight and twelve-inch main gate valves and 600 linear feet of asbestos concrete pipe.

In a separate contract curbing and sidewalk were replaced in East Arlington on Brooks Avenue, Chandler Street, Melrose Street, Milton Street, and Varnum Street. In the fall of 1999 Boulevard Road, Lafayette Street, Herbert Road, Fairmont Street, Magnolia Street, Brooks Avenue, Chandler Street, Melrose Street, Milton Street, and Varnum Street were resurfaced. This completes the water main rehabilitation program for this sector of the town.

Plans and bid documents are now being prepared for an additional water rehabilitation contract for later in 2000. This new contract, which is approximately 7,000 linear feet of eight-inch pipe includes Scituate Street, Newport Street, Iroquois Road, High Haith Road, Shawnee Road, Bonad Road, Menotomy Rocks Drive, and Longfellow Road.

Plans for the acceptance of Summer Street as a public way are continuing. Meetings have been held with the engineering consultant and plans for the reconstruction are going ahead with the Commonwealth of Massachusetts paying for the work and then the state will turn the completed roadway over to the Town.

The Engineering Division oversaw many public and private projects throughout 1999. Much of the work of the division involves reviewing construction plans, supplying drawings, information, and site inspections. Some of the projects include the Mirak development in Arlington Center, the utility trench patching contract, Bishop School renovations, Hardy School renovations, Mystic Street bridge repairs, Cook's Hollow Park improvements, Mount Pleasant Cemetery expansion, transfer station improvements, town yard toxic materials issues, and the Warren A. Peirce Field bleachers and lighting system improvements.

The Engineering Division initiated design plans for a new streetscape project at the Arlington-Lexington town line. The information collected will be used to design and develop the area from the town line to the recently finished streetscape at Arlington Heights.

New curbing and sidewalk installed in 1999, which includes the East Arlington water project amounted to 4,800 linear feet of new curb, 2,000 linear feet of reset curb, and 6,000 linear feet of curb adjusted to grade. Sidewalks installed amounted to approximately 1,448 square yards.

In 1999 the Engineering Division processed 439 permits and collected \$10,750 in fees.

This year saw a change in personnel in the Engineering Division with the hiring of two new engineers and one engineering assistant. The Engineering Division continues to serve in its advisory capacity of providing technical assistance to citizens, boards, commissions, and other departments.

Work Performed by the Engineering Division

❖ Building application and site plans processed, house numbers assigned, and grades checked	18
❖ Inspection of work performed by licensed contractors	205
❖ Inspection of trench resurfacing performed by utilities	441
❖ Estimates, supervision, and inspection of street construction and resurfacing	22
❖ Construction lines and grades given for walk and edgestone installations	212
❖ Preliminary surveys, estimated costs, park improvements, walk and edgestone extension, and various warrant articles	65
❖ Miscellaneous surveys for street line requests, tree locations, playground court layouts, etc.	25
❖ Sewer, water, and storm drain extensions and rehabilitation, including construction plans	18
❖ Final assessment and plans for street betterment, sewer, water, walk, and edgestone	7
❖ Block plan and sewer plan additions and corrections	121
❖ Permits issued for utilities and private contractors	439

Water / Sewer/ Highway Division

This Division consists of approximately forty-three full-time personnel. The Water/Sewer/Highway Division shares in much of the credit for the accomplishments listed under Engineering. In addition to performing many of the above infrastructure improvements the division is responsible for responding to emergency calls on the water and sewer system and maintenance of the town's infrastructure including: streets, sidewalks, storm drains, water distribution system, sewer collection system, and bridges. Major services provided were snow and ice removal, street sweeping, catch basin cleaning, water and sewer customer service calls, and overseeing solid waste collection.

Accomplishments in 1999

- ❖ Installed 18" Plastic Storm Drain Pipe at the rear of 45 Thesda Street
- ❖ Installed 6" Plastic Pipe Storm Drain in the ball field at Ottoson Middle School
- ❖ Installed 8" Ductile Iron Water Main from Lancaster Road to Rublee Street loop
- ❖ Stone sealed 6.22 miles of streets in the area of Sylvia Street to Poets' Corner
- ❖ Cleaned over 3,000 Catch basins
- ❖ Serviced 110 sewer blockages
- ❖ Water service calls at 450 residents
- ❖ Snow/Ice operations on 30 days
- ❖ Maintained 85 motor vehicles
- ❖ Oversaw 20,600 tons of solid waste disposal
- ❖ Oversaw 1,600 tons of yard waste disposal
- ❖ Oversaw 5,000 tons of recycled materials disposal
- ❖ Surveyed and generated 200 commercial trash bills
- ❖ Reclaimed 4 asphalt traffic islands for plantings
- ❖ Upgraded the central gas dispensing system to be Y2K compliant

Properties Division

The mission of the Properties Division is to provide the Town of Arlington with a high degree of quality service in custodial services, maintenance and improvements of public buildings and facilities. The division is responsible for the maintenance of thirty-one public buildings, including: Town Hall, all public schools, Jarvis House, Robbins Library, Whittemore Robbins House, Grove Street complex, and the Fox Library. The following projects were completed and/or managed by this division in 1999.

Major Building Projects

Arlington High School

- ❖ Replaced various roofs in the Red Gym, Weight Room, 400 Cross Over, Cafeteria roof, Science Wing, Administrative Office, and corridor roofs
- ❖ Electrostatic painting done of file cabinets and desks in administrative office area sixth floor. Electrostatic painting also done to elevator door frames and lab
- ❖ New air conditioning unit on sixth floor
- ❖ Replaced panic bar hardware on exterior doors of main entrance to B Building
- ❖ Installed two large steam valves (heating)
- ❖ Replaced insulated glass window units in various areas
- ❖ Replaced duct work on roof top unit #3 of B Building
- ❖ Painted office areas, corridors, classrooms, guidance office, and sixth floor administrative areas
- ❖ New exterior doors at loading dock
- ❖ Installed new tempered glass fire doors
- ❖ Installed new ceiling in print shop and room 118
- ❖ Installed bathroom partition in boy's and girl's sanitary
- ❖ New rugs in House B office, sixth floor office, and Assistant Principal's office
- ❖ Painted student cafeteria and teacher dining rooms

Ottoson Middle School

- ❖ New exhaust system room 386
- ❖ New sink in boiler room
- ❖ New sink with cabinets and cooking area
- ❖ New wash sink in cafeteria area

- ❖ Exterior boiler room/light flame-out control
- ❖ New exterior door rear parking lot entrance
- ❖ Installed new exhaust system for gas mechanical room

Stratton School

- ❖ New rug in principal's office
- ❖ Removed asbestos from floor tile and installed new floors in two classrooms
- ❖ Installed new generator
- ❖ Resurfaced playground

Thompson School

- ❖ Removed asbestos from floor tiles and installed new floors in art room and gym
- ❖ New rug in library
- ❖ Major roof repairs

Dallin School

- ❖ Roof repairs
- ❖ Refractory work (boilers)
- ❖ New floors in classroom

Bishop School

- ❖ Under construction

Hardy School

- ❖ Roof repairs
- ❖ New rug in principal's area

Brackett School

- ❖ New building start-up process

Peirce School

- ❖ Boiler repairs/refractory work
- ❖ New ceiling in boy's sanitary
- ❖ Completed interior painting
- ❖ Constructed storage area in cafeteria

Mount Gilboa

- ❖ New roof on rear porch

Town Hall

- ❖ New roof in front vestibule
- ❖ New exterior door entrance to boiler room
- ❖ New panic bar system
- ❖ Remodeled third floor annex, Personnel Department, with new walls, doors, carpet, etc.
- ❖ Removed asbestos from lower basement

The maintenance department completed over 3,000 maintenance work orders of painting, plumbing, carpentry, and electrical in 1999.

Natural Resources Division

The Natural Resources Division consists of the Tree, Park, and Cemetery Sections and is responsible for the proper management, care and maintenance of the Town of Arlington's public trees, open space facilities, playgrounds, and athletic field infrastructure. The primary responsibilities of this division are the management, care, and maintenance of Mount Pleasant Cemetery, maintenance of nineteen athletic fields, twenty-five playgrounds and the maintenance of all open space facilities, including: Reservoir Beach, North Union Spray Pool, Menotomy Rocks Park, Town Hall Gardens, Minuteman Bikeway, Broadway Plaza, and Robbins House gardens.

Tree Section

The Tree Section consisting of eight full-time employees is responsible to provide the proper management, care, and maintenance of the open space facilities as stated above. The section removed 192 diseased or dead trees in 1999. Planting operations were minimal with only 126 trees planted due to drought conditions and no fall plantings.

Record drought conditions necessitated extensive watering operations. The section fears the loss of many young trees after the second consecutive drought year. Hurricane damage caused the loss of twenty-three trees and major injury to others. Lack of trimming by Boston Edison and Bell Atlantic is still a major concern.

Park Section

There is continued concern with the over scheduling of field activities. All athletic fields were aerated and overseeded in the fall by Parks personnel. In addition, extensive turf treatment is performed by private contract on five town athletic facilities. The Town Hall grounds, Library and Robbins House areas were maintained as usual.

Cemetery Section

Burial space in Mount Pleasant Cemetery is rapidly being used and is now critical. There were 291 interments in 1999. Of these interments, forty-six were cremains and two were veterans' graves. An expansion needs study is underway by a private consultant. A report of study findings is due in early 2000.

The Old Burial Ground on Pleasant Street was also maintained.

Revenues from Mount Pleasant Cemetery - 1999	
Sale of Lots	\$0
Sale of Single Graves	\$53,650
Perpetual Care	\$13,450
Openings	\$168,000
Foundations	\$12,000
Saturday charges	\$15,425
Non-resident charges	\$22,800
Total Revenues	285,325

Recycling and Household Hazardous Waste Committee

In 1999, the Arlington Recycling and Household Hazardous Waste Committee conducted the following activities:

- ❖ Coordinated with the Department of Public Works (DPW) in developing a recycling calendar and other promotional materials
- ❖ Worked with the DPW to increase and improve collection of yard waste
- ❖ Developed and mailed brochures on the Minuteman Household Hazardous Waste (HHW) collections
- ❖ Staffed two HHW collections
- ❖ Chaired the monthly meetings of the Minuteman Household Hazardous Waste Facility Committee
- ❖ Co-sponsored a composting workshop at Town Hall in April
- ❖ Coordinated compost bin outreach and sales with the DPW
- ❖ Wrote and published six articles and several letters related to recycling in the Arlington Advocate
- ❖ Organized a booth at Town Day in September to provide information on recycling, composting, and HHW collections
- ❖ Sold compost bins at Town Day
- ❖ Developed and advocated passage at Town Meeting of an article to expand "buy recycled" and recycling policies in bylaws

In November the committee coordinated the second annual Arlington Recycles Day, which involved a contest at Arlington High School in which art students made art made from and/or about recycling in Arlington. Winning entries were displayed at the State House. At Arlington Recycles Day there were information tables on recycling, buying recycled, beyond recycling. There were also craft tables for children to make holiday cards and ornaments, masks, and doll furniture from materials otherwise destined for recycling bins or garbage pails. The day also included donated food from area markets, drawings for prizes donated by area stores, and compost bins for sale.

In 1999 Arlington set new records for participation in Household Hazardous Waste Collections at the Minuteman facility in Lexington. Over a thousand Arlington residents dropped off their hazardous waste at the facility, up from slightly over 800 the year before and 600 in the years when the committee conducted two one-day collections in Arlington. The Minuteman facility will also be open to Arlington's commercial small quantity generators next year on a fee basis, making the first time Arlington's businesses have had a reasonably priced way to properly dispose of hazardous waste.

Arlington's recycling rate and related activity like the bylaw changes continued to qualify it for state grant funding to support recycling activities. Arlington's recycling program received a rating of A by the Commonwealth of Massachusetts. There was a noticeable increase in the amount of yard waste that was recycled in 1999 and a slight increase in the amount of paper, glass, and cans collected.

Conservation Commission

The Arlington Conservation Commission (ACC) administers the Massachusetts Wetlands Protection Act, the Conservation Commission Act and the Arlington Bylaw for Wetlands Protection. Through these laws the ACC is mandated to protect and preserve wetlands and associated resource areas as well as precious open space. The ACC is comprised of a seven-member volunteer board, appointed by the Town Manager, and a part-time paid administrator. At bi-monthly meetings and on-site visits, commission members work to ensure that projects that may alter wetlands, floodplains, rivers, streams, ponds, and lakes are in compliance with state and local laws and regulations. The ACC regularly encourages applicants to seek assistance when undertaking a project.

Regulatory Activities

Pursuant to its mandate to control flooding, prevent storm damage, prevent pollution, protect public and private water supplies, protect fisheries and protect wildlife habitat the ACC met twenty-one times in regular session including sixteen hearings and eleven working sessions. In 1999, the ACC also went on numerous site visits and performed several cleanups. The ACC issued sixteen regulatory documents including Determinations of Applicability and seven Orders of Conditions.





Arlington Conservation Commission and friends during a bulb planting and clean-up at the traffic island they maintain at Paul Revere Road.

Significant Accomplishments

ACC's significant accomplishments in 1999 included seeing some long-term projects begin to come to fruition. Renovations were made to the stairs and pathway at Cooke's Hollow Park and bank stabilization will be addressed pending funding. ACC also continued the restoration of wetland areas and waterways in Meadowbrook Park, in part by controlling the aggressive invasive vegetation, Phragmites.

In 1999 ACC began work on a Management Plan for the Great Meadows. ACC hired a consultant and convened a meeting in December to discuss issues and hear concerns regarding the Great Meadows, which is owned by Arlington but located in Lexington. Due to the unique nature of this

parcel, ACC is working closely with representatives from Lexington on this project. ACC also convened a meeting to discuss the Reservoir and a group, now under the auspices of Vision 2020, has since evolved to deal with issues regarding this area.

As in past years, Town Day was a huge success for ACC. Members created educational displays, dispensed literature, and answered many questions.

Members

The ACC is made up of a very dedicated group of individuals. In addition to regular meetings, commissioners are involved in many related groups. Commissioners participate in Vision 2020's Spy Pond and Reservoir groups, the Open Space Committee and groups focusing on the Alewife Reservation and the Mystic River Watershed. In 1999, also on their own time, commissioners actively sought education and training to enhance their knowledge, skill, and level of professionalism.

In 1999 the ACC said goodbye to long-time members Dr. Philip Rury, Mr. Richard Bowler and Ms. Carol Kowalski. Nathaniel Stevens, Corinna Beckwith, and Timothy Sullivan were appointed to fill the vacancies.



Arlington Arts Council

The Arlington Arts Council (AAC) is a Local Cultural Council (LCC) of the Massachusetts Cultural Council (MCC). All funds awarded by the Arlington Arts Council are received from the MCC or raised by the AAC. The Board of Selectmen appoints volunteer members.

The primary mission of the AAC is to support and encourage the arts, humanities, and interpretive sciences in Arlington by regranting MCC funds. The council additionally sought to increase its visibility and to promote a greater understanding of its function within the community.

In 1999 the council considered thirty-three grants from individual artists, cultural groups, and schools. Of these, twenty-three awards were made, in amounts ranging from \$225 to \$3,000. Total funds granted were \$23,712. The awards for the 1999-2000 cycle were:

Applicant/Contact

Stratton School PTO
Menotomy Minutemen
AHS Madrigal Singers
Dallin Elementary School
Suzanne McLeod
Arlington Center for the Arts
Cyrus Dallin Museum
Nancy R. Burstein
Hardy School
Arlington Friends of the Drama
Arlington Center for the Arts
Jill Dreeben
Brackett Elementary School
Triadha Productions
Peirce School PTO
Kenneth Radnofsky
Maggie Carchrie
Cambridge Chorale
Revital Rotem Silver
Saint Agnes School
Denise Doucette
Dallin School
Saint Agnes School

Project Description

World Map Mural
Reenactment 1775
Concert Tour/Cultural Exchange
Children's Revolutionary Book Project
Art Exhibit/Events
Arlington Open Studios
Dallin Art Lecture Series
Living Room Opera
KidStock Musical Theater
Costumes and Wigs
School Arts Collaboration
Chamber Music Concert
Hampstead Players, Greek Mythology Performance
Documentary Voyage of Thoreau
Mime Performance – The Gift Inside
New Music Composition – Andy Vores
Scottish Music, Dance, Culture Performance
Chorale Concert
Artist Recognition/Arlington Reservoir
Townwide School Gospel Performance
Musical Programs for Elders
Ballet Theater of Boston trip
Boston Symphony Orchestra trip

Grant awards were made in such diverse categories as dance, theater, opera, and cultural music, to name a few. These projects benefit many segments of the Arlington community including school students at all levels, seniors, families, and individual fine and performing artists.

As always, members attempted to balance the needs of all segments of Arlington's vibrant population while supporting projects of merit. Each year, difficult choices are made. The council supports the efforts of all individuals and groups in Arlington and offers pre-application discussions and assistance with each step of the process.

The council was pleased to be selected by the MCC for its new "streamlining" program. This program recognizes well-managed LCC's by reducing the state review process. Therefore, state funds are available earlier for award recipients.

In calendar 1999 one voting member, Annie LaCourt, resigned and two new voting members were appointed: Robert Zinck and Eleanor Cass.

In June the council presented the annual Gideon Cohen award, given each year to an outstanding fine arts student at Arlington High School. The council was pleased to award \$400 to the 1999 recipient.

Community Input in 1999

The first was an *Open Meeting on the Arts*, cosponsored with the Arlington Center for the Arts on Wednesday, September 15. This event was publicized throughout the community using Arts Council and Center for the Arts mailing lists and standard publicity venues such as the Arlington Advocate and the Town of Arlington website. This lively group, despite the threat of a hurricane, included individual artists, visual and performing,

representatives of local cultural groups, teachers, and PTO members. Grant guidelines were distributed and reviewed. There was discussion of the council in general, the application process, and specific projects. Of special note was a meeting to organize the first Open Studios Day in Arlington, scheduled for fall 2000.

Participants were extremely supportive of the types of projects that have been funded by the council, especially those by individual artists and musical projects. Council members looked for ways to reach other artists working in Arlington and encourage applications for individual projects. Some discussion centered on strengthening school projects and collaborations. Most applicants were excited about the Open Studios project and showed their willingness to volunteer to make it a successful event.

On September 18 the Arts Council sponsored a booth at Town Day. To encourage awareness and participation, interested Arlington residents were asked for their input. As always, the council was gratified to hear feedback from the local arts community and to gain reaffirmation of the lively arts scene in Arlington. Council members spoke to many interested residents, distributed guidelines and applications, and gathered names of prospective members. Once again, most residents who offered their opinions were pleased with the funding record of the council and advocated support for their favorite programs. Music and school projects seemed to have the most support as many of the festival attendees were families.

In October, following the grants deadline of the 15th, the Arts Council hosted two meetings for grant applicants to provide further information on their projects. The meetings, held October 27 and October 28 at the Community Safety Building, were well attended and lively. Council members valued the opportunity to meet with applicants in order to make informed choices as to which projects merited partial or full funding.

The Arts Council seeks to add several new members in 2000. Additional members can provide a greater representation of the Arlington community as well as the necessary energy to initiate new cultural programs for the town. In 2000 the council seeks to forge partnerships with cultural groups and individual artists in Arlington for the enrichment of all members of the community. As always, the AAC will work to increase community awareness of its presence, programs, and funding potential. Council members continue to devote themselves to the task of regranting Massachusetts Cultural Council funds in an enlightened and responsible manner, and to provide ongoing local encouragement for the arts and humanities in Arlington.

Arlington Historical Commission

This year the Arlington Historical Commission has continued to meet its responsibilities in planning, identifying, and protecting the historic assets of the Town of Arlington.

Members

Bob Botterio continues as Chair of the commission. Additional commissioners are Michael Ruderman, Pamela Meister, JoAnn Robinson, Jane Becker, Patrick Guthrie, and Beth Cohen. After many years of service to the community and the commission Richard Duffy resigned. Patrick Guthrie, a preservation contractor, joined the commission in his place. The commission has a wide range of talent available for the task: several contractors, an architect, an historian, a marketing specialist, and a lawyer. Two of the commissioners are also members of the Arlington Historic District Commission, which helps with mutual preservation efforts. There are also a number of associate members, Pat FitzMaurice, Kim Nelson, and Eric Stange who generously volunteer their time to further the goals of the commission.

Hearings

The commission administers the demolition delay bylaw through formal public hearings on demolition permits and informal meetings with owners of historically significant properties. These properties are the properties listed in the inventory of historically significant properties. There were a number of applications for demolition and modification of more than twenty-five percent of the exterior this year. There was a total of eight hearings held during 1999, with eight permits issued. Here are the highlights of some of the hearings:

- ❖ 125 Brattle Lane/Farmer's Lane – The developer requested permission to move the existing 1840's farmhouse on the property so that the one acre lot could be subdivided to include five additional single family house lots. The developer would then renovate the building as part of the development. The commission approved the proposal. The commission applauds the developer's willingness to save this important Arlington building.
- ❖ 1026 Massachusetts Avenue – The commission voted to approve the request to completely restore the exterior of this 1820's property. Richard Johnson, the owner, removed the vinyl siding and restored the original clapboards that were still in place underneath. He also restored the interior of the property.

❖ CULTURAL and HISTORICAL ACTIVITIES ❖

- ❖ 45 Fairview Road – The commission approved an addition to this 1905 house. The addition was completely in keeping with the style of the original house.
- ❖ 95-97 Mystic Street – This mid-19th century workers' housing was approved for removal of asphalt shingles and complete restoration of the original siding. There are very few examples left in Arlington of this type of building. This house originally was for workers who worked in the mills located across the street in what is now Cooke's Hollow, the location of the original town gristmill.

Projects

The commission worked on a number of exciting projects in 1999.

- ❖ Whittemore Robbins House project - The Whittemore Robbins House now has a solid reputation as a lovely function space. It has a number of regular clientele and it has numerous bookings for weddings, anniversaries, and other special events. The property is now turning a profit and has already used the money to do some additional renovation work on the building. The house manager continues to manage the rentals very successfully. Her salary is paid out of the booking fees. She is responsible for keeping track of the bookings and supervising the property.
- ❖ Restoration and Preservation of Arlington Town Center Gardens - Following the publication of the 1997 *Arlington Civic Block Master Plan*, Arlington has received three historic preservation grants to restore and preserve the gardens in our historic Town Center. The gardens surround the Town Hall, Library, and Whittemore Robbins House. The Robbins family donated the majority of these gardens to the town. In 1938-1939 the Olmsted Brothers redesigned the gardens.

In 1997-1999 the Arlington Historical Commission and the Department of Planning and Community Development collaborated on the restoration of the fountain, reflecting pool, and grotto at the center of the garden. In addition to new fixtures and restored plantings, the grotto's centerpiece, the *Menotomy Indian Hunter* statue by Cyrus E. Dallin has received a new bow piece, to replace the original which had become irreparable.

The next project will be to restore the flagpole and the Dallin sculpture that serves as its base. Under a grant from the Massachusetts Historical Commission, the plaza, Dallin sculptures, and the flagpole will be renovated in the spring of 2000. The stone sculpture at the base of the flagpole has several severe cracks that are likely due to front heaving of the damp underlying fill material. The bronze sculpture also requires maintenance and repair of its finish. The flagpole a single mast of Douglas Fir, must be removed and spliced to a new base. The upper part of the pole is in good shape, but below the sculpture its condition is unknown. Today the flagpole rises eighty-one feet in the air. Originally it was even taller. The top twelve feet of the flagpole were lost during the hurricane of 1938. The statue removed from the top of the pole earlier this year will be replaced.

In 2000 the Historical Commission will work with the town to seek grants to continue the restoration and preservation of the gardens, a jewel of Arlington Center. This must include the designation of funds for appropriate garden maintenance. The town has made a significant investment in the restoration of historic woodland plantings, sculpture, and stonework. This will require an equal investment in ongoing maintenance to ensure the gardens remain beautiful for the citizens of Arlington.

Community Outreach and Publicity

Town Day Activities

The commission shared a booth with the Historical District Commissions and was located next to the booth run by the Arlington Historical Society. Sharing the resources was very successful. All the booths had lots of traffic and generated interest in preservation and history. The commission continues to collaborate with the other town bodies whenever it is appropriate.

Video of Arlington Preservation Efforts Started

The commission has started working on a video about preservation in Arlington. The video is the work of Eric Stange, a local Arlington filmmaker and associate commissioner, who has volunteered his services in the interest of educating the town's citizens on preservation. The commission wishes to thank Eric for his contribution.

Historical Lectures

The commission is sponsoring a number of lectures in celebration of the Whittemore Robbins House's 200th anniversary. Michael Ruderman gave one lecture in November on how to research the history of your historic house in Arlington. The lecture was well attended and well received. The Boston Globe had a follow-up article on the lecture in the Northwest Weekly section. There are several additional lectures planned in 2000.

Historic Markers Issued

Twelve property owners purchased historic markers for their homes in 1999. There was a ceremony where the owners were all invited to receive their plaques. The commissioners wanted to recognize the contribution these property owners have made to the town by preserving their historic buildings.

Goals for 2000

The Arlington Historic Commission will continue to work on phase two of the work on the Winfield Robbins Memorial Garden. The commission is also looking at updating the inventory that was last reviewed four years ago. The commission will be celebrating the 200th anniversary of the Whittemore Robbins House in June.

Summary

In 1999 the Arlington Historical Commission continued to act as the town's official historical agency, as well as acting as a guide and resource to private individuals in their own efforts to preserve Arlington's historical heritage.

Historic District Commissions

The Historic Districts Act, Massachusetts General Laws Chapter 40C was created to protect and preserve the historic resources of the Commonwealth through a local review system that encourages and ensures compatible improvement and development. Over 100 communities across the Commonwealth have enacted local historic districts to protect their historic resources and ensure the preservation of their community character.

Arlington has seven established historic districts that include 303 properties that the community has recognized are unique resources worthy of protection. The seven districts and the dates they were established or last enlarged are: Avon Place, 1996; Broadway, 1977; Central Street, 1982; Jason/Gray, 1998; Mount Gilboa/Crescent Hill, 1991; Pleasant Street, 1988; and Russell Street, 1983. The Arlington Historic District Commissions are required by law to review the architectural appropriateness of most proposed exterior design changes, whether they be a minor alteration, new additions, or removal of trim or structures. The commissions consist of qualified volunteers appointed by the Board of Selectmen and always include a property owner or resident of each district, an architect, a real estate professional, and a representative from the Arlington Historical Society.

During 1999 the commissions met on a monthly basis and held a total of forty-one hearings for property owners seeking approval for certificates for exterior work to be conducted on their homes. Twenty-seven formal hearings on applications were held. Of the twenty-seven formal hearings, twenty-two certificates for construction work to be undertaken were approved as appropriate; three were approved for non-applicability; and three were denied, one of which was for vinyl siding. Fourteen informal hearings for homeowners seeking advice or resource information for work to be done on their properties were also held.

One violation for an unapproved fence was ordered removed. One neighbor complaint of an unauthorized temporary handrail produced an order to remove the same. Both orders resulted in compliance with the law.

During the last year Laura Ford, realtor-at-large commissioner and Mary Trvalik, at-large commissioner resigned. Two new commissioners were appointed and they are Martha Penzenik, at-large commissioner and Margaret Potter, Jason/Gray district commissioner.

Cyrus E. Dallin Art Museum

Since opening its doors in the fall of 1998, the Cyrus E. Dallin Art Museum has welcomed more than 1,400 visitors to its temporary location in the Jefferson Cutter House. The Dallin Museum oversees, exhibits, and publicizes Arlington's collection of works by Dallin. In acknowledgment of its achievement and promise, the museum received two gifts of Dallin's sculptures during the past year. It also acquired two copies of a third work, increasing the collection's breadth and depth.

A faithful volunteer corps, and the cooperation of the Arlington Visitors' Center (with which it shares the building), enables the museum to maintain regular daily hours.

The museum launched a new Web site (www.Dallin.org), expanding the reach of the museum to Dallin admirers worldwide and providing a means of further showcasing Arlington's collection and publicizing Dallin's achievements.

The Cyrus E. Dallin lecture series, co-sponsored by the Arlington Center for the Arts, continued in its second year, aided by a grant from the Massachusetts Cultural Council.

Generous financial support by donors to the museum made it possible to open a gallery of Dallin's "ideal" sculptures. These historical and allegorical works are typical of public art during Dallin's lifetime. The gallery features an exhibit about the Robbins Memorial Flagstaff at Town Hall; three of Dallin's war memorials; works commissioned by the Mormon Church in Utah; and two copies of Dallin's 1920-21 Pilgrim Tercentenary Half Dollar, produced by the U. S. Mint. These art works express Dallin's feelings about America's struggles and blessings, as well as his personal beliefs. This gallery is an appropriate sequel to the first and second galleries that focus on Dallin's artistic evolution, his life as a citizen of Arlington, and his celebrated statue of Paul Revere.

In the year ahead, the Board of Trustees plans to open a fourth gallery in the Jefferson Cutter House; to add a docent program to increase the expertise of its volunteers; to acquire additional works to further expand and improve the museum's collection; and to extend the museum's outreach efforts to schools and community groups to ensure that the museum becomes one of Arlington's key educational resources.

The mission of the museum – to preserve and display the works of Cyrus Dallin and to inform the public of Dallin's artistic accomplishments – remains the driving force behind all of its activities. The museum has evolved out of its conceptual stage and into the execution stage of its mission. The museum's Board of Trustees recognizes the importance of implementing sound business practices and the wisdom of engaging in long-range planning.

The Board of Trustees is committed to its goal of establishing a permanent site for the Cyrus E. Dallin Museum in Arlington. With the completion of a fourth gallery, the museum will reach its physical capacity in the Jefferson Cutter House. A permanent site for the museum must be decided upon, if the mission of the museum is to be successfully carried out. The ability to fundraise will be a key determinant in the museum's future. To that end, independent non-profit status is being pursued for the museum, with the approval of the Board of Selectmen. Establishing independent non-profit status for the museum will improve the trustees' ability to attract funding from foundations and corporations – a critical source of support for establishing a permanent site for the Cyrus E. Dallin Museum.



Police Services Division

Police Services	1999	2000
Budget:	\$3,724,838	\$3,803,326
Personnel, Full Time:	68	69
Personnel, Part Time:	4	4
Community Safety Administration Budget:	\$249,331	\$254,811

Overview

The Police Services Division experienced substantial organizational change during the past year. After serving the community for thirty-two years Eugene V. DelGaizo retired on September 10, 1999. Director DelGaizo was promoted through the ranks and retired as the town's chief law enforcement officer. He served in a variety of capacities during his tenure and is credited with leading the department through the transition into a modern day community-policing agency. Director DelGaizo was honored at a surprise retirement party on October 8, 1999 at Hanscom Air Force Base. Hundreds of family, friends, colleagues, and town officials were present to celebrate his retirement.

On September 10, 1999 Frederick Ryan was appointed to succeed Director DelGaizo. Ryan, an Arlington native, had previously served as Deputy Chief of Police with the Concord, Massachusetts Police Department. Retired Director DelGaizo continued to support Director Ryan in his transition throughout 1999.

During the transition of directors department staff continued their efforts to provide the most cost effective and pro-active police services to the community. In December the department received two grants to support community-policing efforts. The Executive Office of Public Safety awarded \$42,000 and the Bureau of Justice Assistance awarded the department \$17,790. The department plans to use the funding to develop innovative "problem solving" strategies aimed at reducing calls for service thereby increasing the availability of department staff to complete community policing tasks.

Strategic Planning

A critical role of the Arlington Police Department is to meet the long-range needs of the community. Through a combined management study and strategic planning process, which was funded in November 1999, department staff will be afforded the opportunity to step back from the day-to-day activities and look at the "big picture" of the organization. Using a business model, department staff will be tasked with developing a Mission Statement, goals and strategies, and projecting staffing and training requirements brought on by demographic and cultural changes in the community. A consultant will be retained to facilitate this process and it is anticipated that a long-range strategic plan will be published by July 2000.

Web Page

The Police Services Division World Wide Web Home Page is currently under construction. A comprehensive interactive site allowing citizens to submit on-line non-emergency police reports, complete surveys, and access a variety of public safety information is targeted to go on-line in February of 2000.

Community Policing

While many perceive community policing to be programmatic it is more accurately defined as a philosophy by which all organizational decisions are based. Community Policing challenges police officers to creatively solve problems as opposed to react to them. To that end, a variety of programmatic efforts continue to be implemented aimed at not only preventing crime but also on improving the quality of life in all of our neighborhoods. Pursuant to our community policing philosophy department staff have drafted the following Mission Statement: "The mission of the Arlington Police Department is to affirmatively promote, preserve, and deliver a feeling of security, safety, and quality services to all members of our community." This mission directly addresses the responsibility the department accepts in the enhancement of the quality of life and fear of crime and disorder in the community. The mission represents the commitment of department staff to the concepts of quality performance and that all members are expected to work consistently in a quality manner in the daily performance of their duties. This mission is in draft form and is currently being reviewed by all members of the department.

In 1999 the Police Division accomplished the following:

- ❖ Trained two police officers as Certified Child Safety Seat Technicians to inspect the installation of child safety seats and train parents in proper procedures.
- ❖ Continued extra mobile patrol efforts in parks and areas historically subject to vandalism, graffiti, and alcohol related disturbances.
- ❖ Increased community policing patrols and presence beginning in May and extending through New Years Day in Menotomy Manor and surrounding areas.
- ❖ Increased commercial holiday patrols in business districts to improve visibility and interaction between the police, shoppers, and business proprietors to improve the feeling of security.
- ❖ Participated in the Fidelity House Touch-a-Truck-a-Thon, the Ronald McDonald House motorcycle ride to raise funds for children's causes. Additionally, police participated in the support of the Concerns for Police Survivors organization, which provides support to those families who have lost a police member in the line of duty.
- ❖ Participated in the National Night Out Against Crime by supporting the North Cambridge Task Force, the regional Hands Across the Brook ceremony and the Boston Police regional Hands Across the River ceremony with Boston's Mayor Menino and the Community Open House with the Cambridge Senior Center and Cambridge Police.
- ❖ Worked with the School Department to further develop safety programs and youth education programs.
- ❖ Improved the mobile police patrol Stop and Walk program to increase visibility of police resources within the community.

Crime

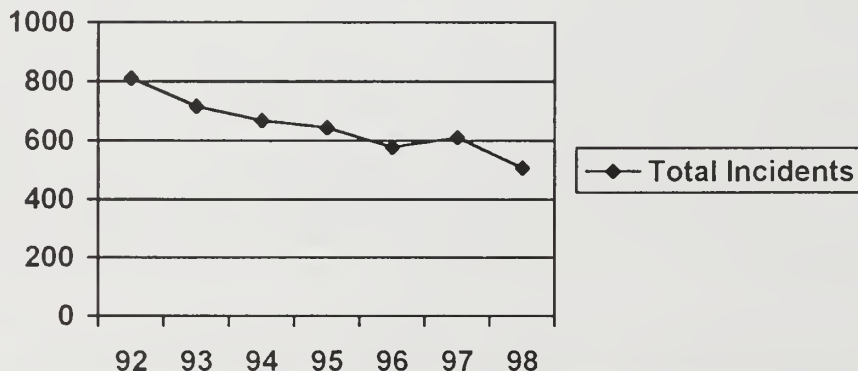
A review of the crime rate for the town shows no statistically significant change in the number of Part I Crimes committed in 1999 as compared to 1998. Overall, there were 511 Part I Crimes reported in Arlington during 1999. Once again, substantial reductions were realized in Vehicle Theft, a trend attributed to community policing efforts throughout the greater Boston area. Part I Crimes are defined as Criminal Homicide, Rape, Robbery, Assault, Burglary, Larceny and Motor Vehicle Theft. As the department continues to enhance its community policing efforts and becomes more "user friendly" it is anticipated that the number

of citizens accessing police for non-emergency services may increase. This can be attributed in part to the increased visibility and availability of officers, cooperation of the citizenry, and support from other departments. The graph below reflects the multiple year serious crime rate history in Arlington.



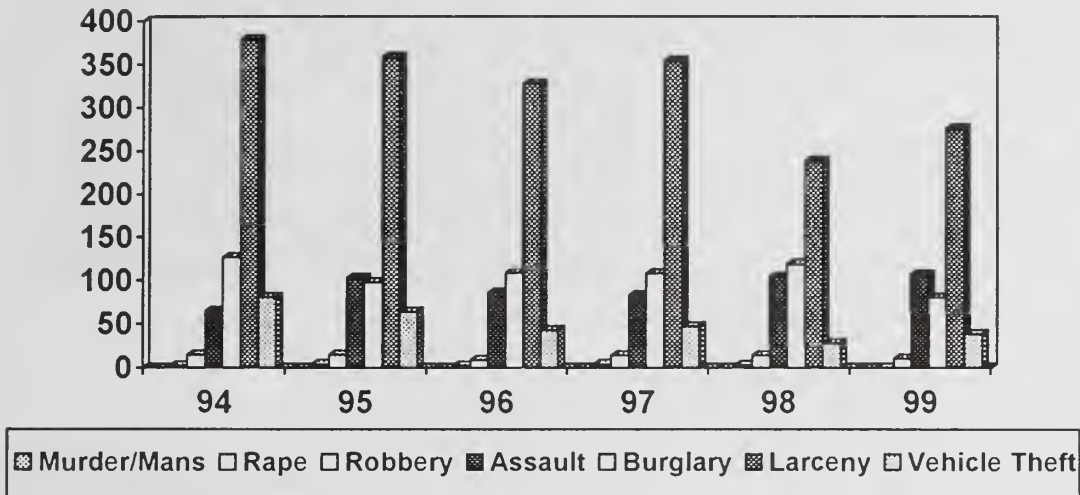
*Officer Frank Bourgeois and Officer John Boyle.
Certified this year as Child Restraint Technicians by the
Governor's Highway Safety Bureau*

PART I CRIME HISTORY



The following graph shows the decline in individual crimes of the Part I Crimes group:

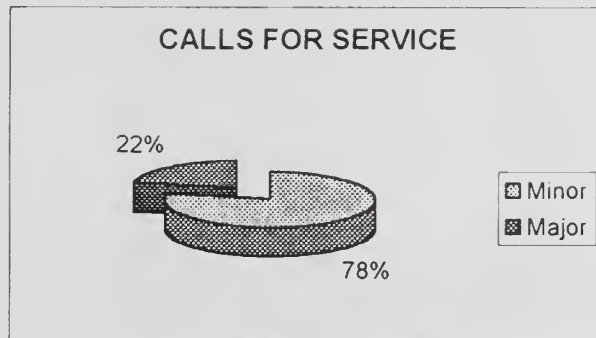
PART I CRIMES



Inclusive in the department's draft long-range strategic plan is the employment of a crime analyst/statistician tasked with constantly reviewing department data to identify trends and assist in deploying existing resources more effectively. Furthermore, officers in the field will be provided with timely crime analysis reports that will assist them in their individual patrol efforts.

Police Operations/Investigations/Safety

The Operations Bureau provides twenty-four hour emergency and nonemergency response to community needs. Mobile and foot patrols in sectors encompassing neighborhoods and business areas comprise the largest use of police resources. It is the backbone of any police organization. The principle functions of Operations are to maintain control of areas of responsibility by preventing crime, suppressing disturbances, arresting offenders, enforcing traffic laws, and giving aid and general assistance to all citizens. In 1999, 15,212 calls for service were received requiring the dispatch of police services. A majority of the responses, 11,934 were general service calls including medical assistance, animal complaints, premise checks, loud noises, and suspicious activity. The remaining 3,278 calls were for major incidents including bank alarms, burglary, robbery and larceny investigations, assaults, and traffic accidents.



The Bicycle Patrol Unit continues to provide nontraditional approaches to the provision of police services. In addition to routine patrol efforts, the unit was called upon to search for physical evidence during the follow up investigation of criminal incidents.

The Criminal Investigation Bureau has the responsibility of providing continued investigation of those incidents for which the patrol force cannot complete due to restrictions on time and area. The need for the patrol service is continuous; thus the responsibility for the conclusion of certain specified cases in the public interest rests with the Criminal Investigation Bureau. Felony investigations total over forty percent of Inspectors' cases such as burglary, assault, domestic violence, robbery, and homicides. The Domestic Violence Unit continues to work closely with the community, courts, victim witness and other victimization agencies and organizations to provide a strong violence prevention effort. Teen dating violence remains a priority in the prevention activities. The on-stage performance of *The Yellow Dress* has received positive reviews and was presented again in the spring of 1999 at Arlington High School.



*Director Ryan presenting Sgt. James McHugh the
Officer of the Year award*

The division's Safety Program with community and school interaction has maintained a high level of exposure. The Safety Officer has made numerous presentations. Tours of the police station with demonstrations and interaction with officers on duty, participation in the Child Assault Prevention Program (CAPP), Students Against Driving Drunk (SADD), Kid-Care ID program, sponsored by the Rotary Club of Arlington, Project Alliance and numerous programs that coordinate schools, police, and the District Attorney's Office. The Safety Officer and Police Division recognize and appreciate the cooperation and support of the Rotary Club of Arlington, the Legion Post 39, Arlington Municipal Credit Union, and Arlington Chamber of Commerce during the past year.

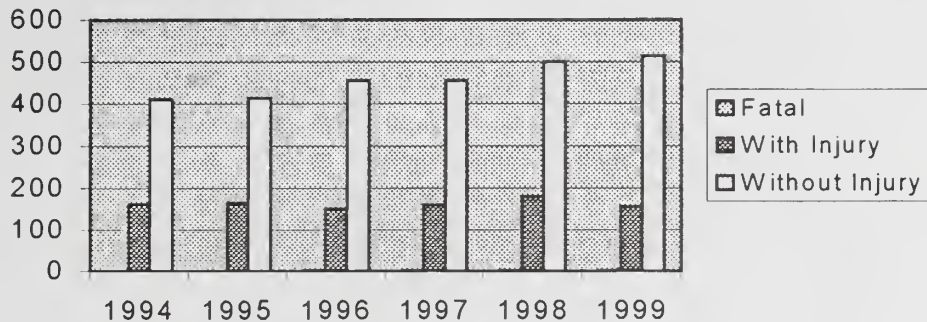
Traffic Enforcement and Vehicle Safety

Traffic enforcement initiatives have increased during the past year. Routine patrol and a portion of Community Policing grant funds provided the enforcement support, which resulted in the issuance of 5,471 traffic moving violations. Parking violations increased forty-one percent from 10,969 to 15,519. Two part-time Parking Enforcement Officers, whose efforts are directed toward the commercial areas and municipal parking lots, provided parking enforcement support to the patrol force.

Enforcement and education efforts were directed toward crosswalk violations, speeding, seat belt requirements, and pedestrian safety. There were 680 motor vehicle accidents investigated by police, which includes 179 with injury and 501 without injury. One pedestrian fatality occurred in December. A major part of the education efforts was enhanced by use of the Electronic Traffic Monitor. This mobile radar unit records vehicle speeds and displays the speed to the public. It also records internally all vehicle movements by vehicle type, speed, and time of day. This accurate data can be downloaded to a computer that generates statistical reports that are highly valuable in traffic enforcement analysis. Future traffic enforcement goals include the implementation of a "Complaint Based" directed enforcement program targeting locations that receive a high volume of citizen complaints. The goal of such a program is to prosecute offenders thereby increasing voluntary compliance and to address the fear citizens feel when moving about their respective neighborhoods.

MOTOR VEHICLE ACCIDENTS

	1994	1995	1996	1997	1998	1999
Fatal	0	0	2	1	1	1
With Injury	161	164	151	160	179	155
Without Injury	412	414	455	455	501	514

**Retirements/Awards/Recognition**

Sgt. James McHugh was the recipient of the 1998 Officer of the Year Award. Sgt. McHugh was honored for consistently displaying sound judgment and the highest quality of service as a patrol supervisor and for his efforts in affirmatively promoting and supporting the mission of the Arlington Police Department. Officer Corey Rateau received a commendation from Director DelGaizo for administering life saving CPR on May 13, 1999.

Three police officers retired from Police Service upon completion of dedicated service. Director Eugene V. DelGaizo retired after thirty-two years of service; Inspector James Allen retired after twenty-nine years service and Officer Henry Carlisle retired after twenty-nine years service.

In Support Services Motor Repairman William McEwen retired after thirty-eight years service to the town. Secretary Patti MacLean resigned following her maternity leave and Dispatcher Robert Sweeney resigned and moved on to the Town of Lexington as a public safety dispatcher.

The division received numerous letters from citizens for appreciation for services rendered during the year. All members of the Police Division wish to express appreciation to business owners, citizens, and other public and private organizations for their support during the year.



*Director Frederick Ryan; Donald R. Marquis, Town Manager;
and Director Eugene DelGaizo (retired)*

Fire Services Division

Fire Services	1999	2000
Budget:	\$4,183,937	\$4,386,486
Personnel, Full Time:	87	87

The Arlington Fire Services Division continues to strive for excellence in the performance of duty and service to the Town of Arlington and the customers it serves. The division is committed to finding better ways of protecting the lives and property of its citizens from the ravages of fire and other disasters and devoted to working together to make the community better.

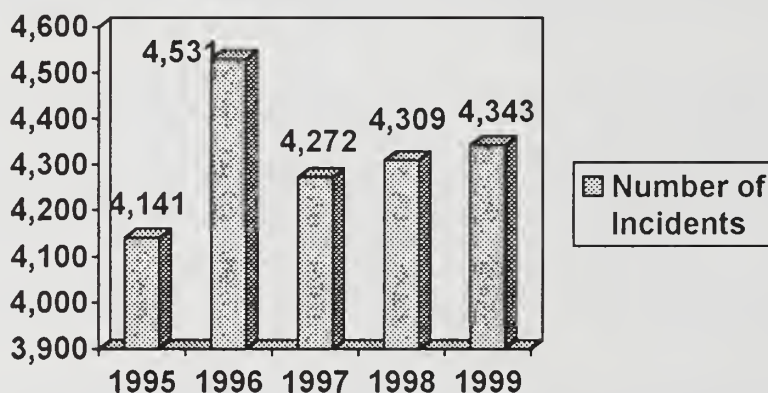
Knowing that firefighters are held to a higher standard of conduct, the firefighters of the Arlington Fire Services Division will make every effort to uphold those standards. Division personnel will take an active role in maintaining a professional image of the Fire Service through promptness, efficiency, and dedication to duty.

Modern firefighting is a complex operation. Old time firemen depended mainly on brawn and courage. These are still important attributes of fire department personnel, but technical knowledge and skills are becoming increasingly mandatory.

New industrial processes, increasingly hazardous materials, and the construction of larger and taller buildings have multiplied the firefighter's problems in size and complexity. Through proper training and fire prevention practices the Fire Service Division is able to prepare for responses to these incidents.

For the past five years the Fire Services Division responded to over 4,000 incidents per year. The chart below shows the exact number of incidents over the last five years.

Number of Incidents: 1995-1999



The following chart shows the type and number of incidents in 1999.

1999 Incidents by Type

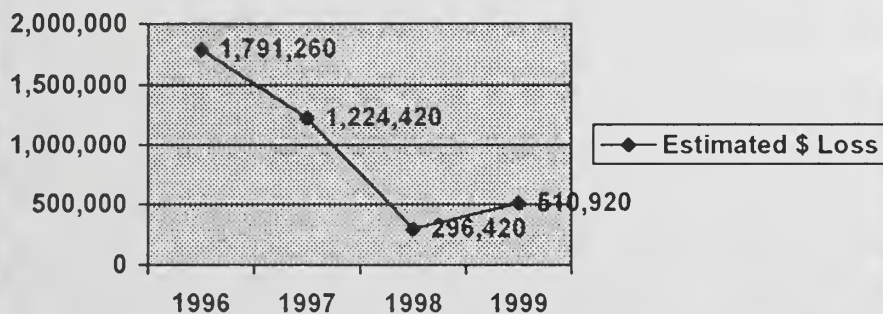
Structure Fires and Smoke Scares	189
Vehicle Fires	19
Medical Calls	2,229
Outside Fires	51
Pressure Explosions	5
Assistance to Persons	93
Hazardous Conditions	259
Lockouts	112
Water Evacuations	59
Mutual Aid	42
False Alarms	229
System Malfunctions	359
Miscellaneous	697



1999 Estimated Structural Fire Loss	\$510,920
1999 Estimated Vehicle Fire Loss	\$118,000

The structural fire loss this year, although higher than last year, remains below that of previous years. Two-alarm fires on July 20th at 66-68 Beacon Street and October 16th at 84 Lake Street were estimated at \$300,000.

Estimated Dollar Loss: 1996-1999



The complete renovation of Arlington's fire stations remains a major goal of the division. An infrastructure study of the three fire stations was conducted this year by the architectural firm of Ammondson Architects, Inc. In summary, the overall fair to good conditions of both Headquarters and Highland Station and the high level of historic and architectural importance these facilities have to the Town of Arlington suggest strongly that these two buildings should be rehabilitated. In spite of their age and the renovation costs, both buildings can continue to serve the town as fire stations well into the next century. While the Park Circle Station is a much more modest building, the cost of repairing the facility outweighs its long-term potential to serve the town. The cost to renovate these buildings is in excess of four million dollars.

This year the Fire Services created a website that is linked to the Town of Arlington's home page. This site will give the citizens of Arlington a better understanding of the services provided along with an opportunity to contact staff personnel should the need arise. Included in this site is a profile of the department, its history, fire safety tips, and a photo gallery along with links to other related websites and contacts. The Fire Services Division invites you to visit at <http://www.town.arlington.ma.us/index1.htm>.

Fire Prevention

The Fire Prevention Division is responsible for the key elements of a comprehensive fire prevention program—public education, enforcement of fire codes and ordinances, pre-construction plan review, issuance of permits, property inspection, evaluating built-in fire protection systems, and the investigation of all fires.

In terms of fire prevention for the Town of Arlington, public education is a key component. Without question the most influential group of citizens reached are children. This year the Fire Prevention Division visited all second grade students in our community for a one hour presentation on fire safety and to emphasize the theme of Fire Prevention Week—1999, *Fire Drills: The Great Escape*. This theme stressed the importance of how to evacuate the home safely in the event of fire. The week culminated with the annual open house at Fire Headquarters which once again was a huge success. Papa Gino's co-sponsored this

event. Without their participation, and the Arlington firefighters who donated their time, it would not have been possible.

In addition, all elementary school age children were the beneficiaries of the state SAFE grant program (Student Awareness of Fire Education). This year Arlington received \$5,225.19. This is the fourth consecutive year the town has received funding to teach this fire safety education to students. This curriculum is a key to preventing fire-related deaths and injuries.

Eventually the Fire Prevention Division hopes to expand with a full time public education officer to implement a community-wide program that would target all the different organizations within the community. This program would include not only the schools but also the elderly, youth groups, as well as civic and business organizations.

The Fire Prevention Division issued just under 1,000 permits and collected \$18,899 in fees during 1999. All fees collected were added to the town's general fund.

Home inspections were conducted for oil burners and/or tank installations as well as smoke detector inspections for all home sales. Residents are reminded to change the batteries in their smoke detectors twice a year.

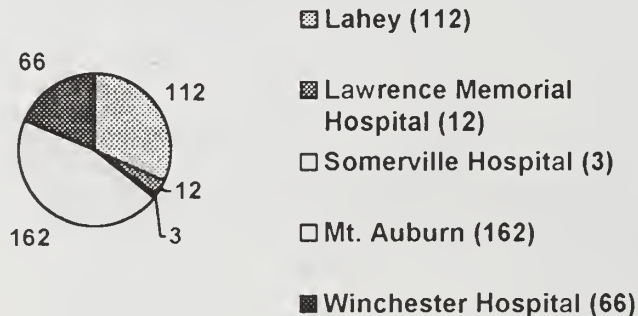


Emergency Medical Services (EMS)

The motto of the EMS is: *Committed to providing effective, knowledgeable and professional service to the community.*

In 1999 the Fire/Rescue ambulance responded to 1,558 requests for medical aid. Basic life support (BLS) requests, which include non-life threatening medical emergencies such as bruises and lacerations, sprains and strains, minor fractures to extremities, and common illnesses, represented sixty-two percent of the transported cases. Advanced life support (ALS) requests, which include potentially life threatening emergencies such as cardiac arrest, strokes or brain attacks, respiratory illnesses or distress, seizures, severe allergic reactions, blunt or penetrating traumatic injuries, severe uncontrolled bleeding, and child birth represented thirty-eight percent of the total transport service.

BLS Transports Since June 25, 1999



On Friday, June 25, 1999 the emergency department at the Medical Center at Symmes terminated emergency medical care. Contingency plans were developed to maintain effective delivery and transport of emergency medical care for the community. Five geographically located hospitals were designated as appropriate facilities to transport patients with non-life threatening emergencies. Concerns about transport distances and the amount of time that the rescue/ambulance would be committed and unable to respond to another request for medical aid or for a structure fire were the priorities that management used in identifying these designated facilities. The facilities that were selected based on that criteria were Lahey Clinic, Mount Auburn Hospital, Somerville Hospital, Lawrence Memorial Hospital, and Winchester Hospital.

When a patient who was determined to be suffering from a non-life threatening injury or illness requested to be transported to a hospital other than the five designated facilities, a private ambulance service was contacted to provide the transport. Armstrong Ambulance, located in Arlington, is the Fire Division's first backup for this service.

As a result of the emergency room at Symmes closing and thereby increasing the distances to transport patients to out of town hospitals, management was prompted to request emergency funding from the finance committee to replace the five year old rescue/ambulance. The 1994 ambulance was experiencing too frequent mechanical problems to be considered a reliable frontline emergency vehicle. During the contingency planning meetings with Armstrong Ambulance Service the question of the rescue/ambulance's reliability was discussed. Subsequently, in order to insure that patient care would not be compromised, Mr. William Armstrong, President of Armstrong Ambulance Service, offered to fund half of the purchase cost for a new rescue/ambulance. In August a 1999 *Road Rescue* ambulance was purchased and placed into service as a result of the generous contribution from Mr. Armstrong and the appropriation of emergency funds released by the Finance Committee. The rescue/ambulance generated \$225,926 in revenue during 1999.

State wide expanded medical care protocols have been instituted at the local level, which will greatly enhance the delivery of fire-based emergency medical care in the twenty-first century. The division's firefighters and EMT's are committed to providing the most effective, appropriate, and professional service to the citizens of Arlington.

Training

Today's firefighters must be prepared to answer the call for a multitude of emergencies. Therefore, training involves more than just practice sessions on putting water on the fire. Arlington's firefighters were continuously training on various facets of the job during the year.

January was a good month to review and practice guidelines for cold water rescue involving the fireboat and ice rescue using the fire department ice sled. These sessions consisted of classroom discussions, videos and slides on different rescue techniques, and concluded with practice sessions on Spy Pond.

In February, a representative of the Massachusetts Department of Labor, Division of Occupational Safety was at the Community Safety Building for a series of three-hour lectures on infectious diseases. Firefighters were informed of precautions to be taken at various medical emergencies.

In March, prior to demolition, two multi residential buildings (the future Mirak development site) on Massachusetts Avenue became available for the department to practice firefighting skills. Firefighters practiced search and rescue techniques, placement and hoisting of ground ladders, vertical and horizontal ventilation, forcible entry, and hose line advancement.

Additional medical training was held in April with guest lecturers from Lahey Clinic in Burlington discussing proper procedures in dealing with trauma victims.

Representatives from Boston Edison's Safety Division spoke to all firefighters in May on the dangers associated with electrical emergencies and the recommended protocols in dealing with them. The Cambridge Fire Department hosted a Mass Casualty Incident (MCI) at Fresh Pond in which a mock train crash provided surrounding fire departments and ambulance companies with the necessary training in dealing with such an overwhelming incident. Later in the month, the topic of high-rise firefighting techniques was covered extensively, with a classroom lecture and discussion.

Prior to June of 1999, only EMT's were certified in the use of automatic external defibrillators (AED's). Defibrillators are devices that shock patients who are in cardiac arrest. In June, all firefighters received the requisite training to become certified. The division also acquired a new system to fill air cylinders for breathing apparatus. This consists of a compressor that takes in outside air, purifies it and establishes the required pressure to fill the cylinders. All personnel were trained in the operation of this system.

Along with the new rescue/ambulance came new radio procedures, in which EMT's can now communicate directly with surrounding hospitals while transporting patients. All EMT's were trained in the use of this new radio equipment.

Annually, during the month of October, all fire hydrants are inspected. If the inspection detects water in the barrel the hydrant is pumped out and reported to the water division of the Department of Public Works. This is done to avoid having the water freeze which would render the hydrant useless in the event of a fire. October also was the month that the Massachusetts Firefighting Academy came to Arlington to give a class on rapid intervention crews. These are teams of two or more firefighters trained to rescue firefighters who become lost or trapped inside a structure.

Every two years the Department of Transportation requires all EMT's to receive a twenty-four hour refresher course. This mandated course was held in November.

The Massachusetts Firefighting Academy conducted a class on dealing with hazardous material incidents (HAZ-MAT) in December. Deputy Chief Allan McEwen, an Academy certified instructor and member of this department, taught this three-day class. The annual re-certification in the use of the automatic external defibrillators also took place in December.

The Fire Services Division will continue to train and prepare its firefighters to be ready to respond to any and all emergencies in order to provide Arlington's citizens with the most professional response possible.

Support Services

Community Safety Support Services	1999	2000
Budget:	\$662,559	\$714,561
Personnel, Full Time:	16	15
Personnel, Part Time:	0	1
Building Inspections		
Budget:	\$241,568	\$223,279
Personnel, Full Time	5	5
Street Lighting Budget:	\$550,000	\$522,500

A master mechanic, fire apparatus repairman, and motor equipment repairman make up the Apparatus Motor Division. Their responsibilities include repair and maintenance of all equipment used by the Fire Services Division. They are additionally responsible for the upkeep and installation of the radio communications equipment in all emergency vehicles including central dispatch and the maintenance of the air-supply equipment for self-contained breathing apparatus (SCBA) used by the firefighters.

Currently, one superintendent and two assistants staff the Fire/Alarm Division. The superintendent has additional responsibilities as the Wiring Inspector. These members maintain and test all fire alarm circuits throughout the town. Additional responsibilities include painting of crosswalks and repairs to traffic and street lighting.

Timely notification and dispatch of all emergency vehicles is handled by nine combined central dispatchers utilizing the computer aided dispatch (CAD) system.

Auxiliary Fire Personnel/Local Massachusetts Emergency Management Agency

The professional assistance of these dedicated volunteers is greatly appreciated. They donated over 1,200 hours of service in 1999. These twenty-two individuals assisted the Massachusetts Emergency Management Agency (MEMA) during storm emergencies and assisting our fire personnel with the use of their Lighting Plant/Generator Unit and replenish air supplies to the SCBA used by our firefighters. They also patrol the Minuteman Bikeway on weekends and provide electricity during Town Day activities. Donald Denning, the Auxiliary Fire Chief, decided to step down after 30 years of assistance to the Fire Service Division. He will be greatly missed.

Retirements/Appointments/Promotions

The Fire Services Division did not experience any retirements or appointments of new firefighters in 1999. Currently there are two open firefighter positions that will be filled next year. Lieutenant Robert Jefferson was promoted to the rank of Captain and Firefighter Robert Paone was promoted to the rank of Lieutenant. These promotions were the result of previous vacancies.

In Memorium

The Arlington Fire Services Division mourns the loss of six Worcester firefighters who died in the line of duty December 3rd – Lt. Thomas E. Spencer and Firefighters Paul A. Brotherton, Timothy P. Jackson, Jeremiah M. Lucey, James F. Lyons, and Joseph T. McGuirk.



Planning and Community Development/ Arlington Redevelopment Board

Planning & Community Development	1999	2000
Budget:	\$178,624	\$183,940
Personnel, Full Time:	3	3
Redevelopment Board		
Budget:	\$305,292	\$307,849
Personnel, Full Time	1	1

History

The Arlington Redevelopment Board is pleased to submit its annual report to the town. The board was created by a special act of the legislature in September 1971, following an affirmative vote of the Annual Town Meeting. Two years earlier in 1969, the Department of Planning and Community Development was created by the Town Manager. The goal of the Town Manager and the Town Meeting, supported by the home rule petition adopted by the State legislature, was to create a board and department that would centralize comprehensive planning and community development given the desire that the town remain an attractive, livable, residential community. Since its creation the board, with the assistance of the department, has focused its efforts on the improvement of the existing business districts along Massachusetts Avenue in the Mill Brook Valley. Concurrently, the board is working to protect the quality of life throughout the town recognizing that Arlington has been and will continue to be a predominantly residential community; new nonresidential development should not adversely impact this asset.

Shortly after its creation the board, with the assistance of the department, prepared a master plan in 1975 for the Mill Brook Valley. Concurrently, the first Comprehensive Zoning Bylaw revision in fifty years was adopted unanimously by the Town Meeting. Between 1993 and 1996 the board and the department directed a major planning effort in the same area to prepare for new development pressures. That study, known as the Arlington Business Community (ABC) Study, was presented to and accepted by the Town Meeting in 1996. Later in 1996 the Massachusetts Chapter of the American Planning Association honored this planning effort as the outstanding Comprehensive Planning Project of 1996 in Massachusetts. The following year the Town Meeting adopted approximately twenty-five amendments to the Zoning Bylaw to implement some of the recommendations of the ABC Study.

The Redevelopment Board, as the town's planning board, is responsible for zoning, comprehensive planning, and land use development. The board spends considerable time functioning as a Special Permit Granting Authority in the administration of the town's Environmental Design Review process. This procedure was enacted by Town Meeting in 1975 to ensure that major developments were properly reviewed and permitted. The board also has the power to undertake specific redevelopment projects as a Chapter 121(b) Urban Renewal Operating Agency. To-date, the board has exercised this authority only once, with the approval of the Town Meeting, as it undertook a major historic preservation project in Arlington Center.

Four members of the board are appointed to staggered three-year terms by the Town Manager, subject to the approval of the Board of Selectmen. The fifth member is appointed by the Director of the State Office of Communities and Development. Currently, four members of the board also serve as elected members of the Arlington Town Meeting. All members must be residents of the town and serve without compensation.

The Department of Planning and Community Development is staffed by three full-time professional planners and a support staff of two. The director serves as secretary ex officio to the board. This is a unique arrangement in Massachusetts, since Arlington was the first town to create a joint planning board and redevelopment authority. This arrangement has provided the town with centralized planning and development and has resulted in considerable savings in the administration and operation of the town's planning and development programs. The director is appointed by the Town Manager. In addition, the director is responsible to the Town Manager and the Board of Selectmen for the administration of the Federal Community Development Block Grant Program. The director also serves as executive director of the Menotomy Weatherization Assistance Program. This program receives State and Federal funds to provide weatherization assistance to the Towns of Arlington, Belmont, Lexington, and Watertown, and the cities of Waltham and Cambridge. During the last year, the Commonwealth of Massachusetts also assigned Somerville to the jurisdiction of the program. During the last fifteen years, over 6,000 dwelling units have been weatherized. The director also represents Arlington as a board member of the Northwest Consortium, a group of seven communities including Arlington, Chelsea, Everett, Malden, Medford, Melrose, and Revere, which receives Federal Housing Assistance funds. During the last year the town obtained

funds through this program to assist a private, nonprofit developer in restoring a single room occupancy dwelling on Russell Terrace as residence for the working poor.

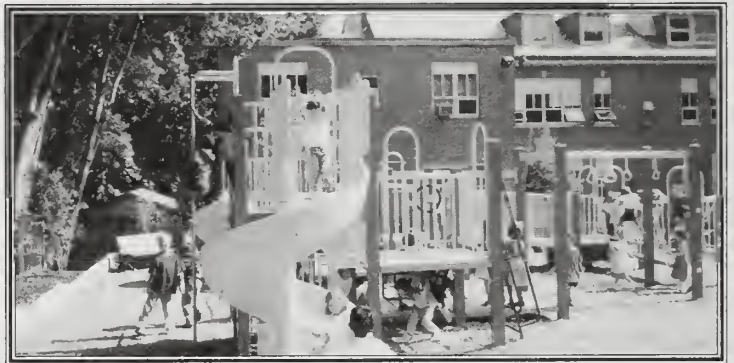
During 1999, the board and the department focused on three major activities: the planning for the reuse of the former Reed's Brook sanitary landfill site on Summer Street, a continued evaluation of the business controls in the Arlington Zoning Bylaw, and further implementation of the Arlington Business Community Study. The board has been working on the revitalization of the Reed's Brook site since 1992. The board owns the property and is in the middle of the permitting process prior to construction. Although necessary permits were granted in 1997, litigation was initiated by several Lexington abutters that temporarily halted the progress of the project. The department and the board were able to encourage a solution to that litigation through the efforts of a State-hired mediator in late fall of 1999. Currently the engineering contract for the design of approximately \$1.5 million of drainage improvements is underway and the board fully expects initial implementation of the remediation program in the fall of 2000.

The board continued to work on the implementation of the ABC Study during 1999 - the major focus being the redevelopment of the former MBTA parking lot in Arlington Heights. The board worked with the MBTA, the private development community, and the town's Assisted Living Task Force to encourage the development of an assisted living project on that site. In the fall of 1999, Sunrise Assisted Living entered into a ground lease with the MBTA and commenced the permitting process with the Redevelopment Board for the construction of eighty-five assisted living units. At the close of 1999, the board granted a permit allowing the construction. In addition, the department successfully negotiated with the developer and obtained thirty-five spaces of parking for employees of Arlington Heights' merchants. These parking spaces will be developed and managed by Sunrise Assisted Living and will be made available at no cost to employees of merchants in Arlington Heights. This is the first public parking made available in Arlington Heights and will significantly improve parking for customers in this recently restored business district.

The board and the department continued an intensive study to analyze the effectiveness of the zoning in the business districts in the Mill Brook Valley along Massachusetts Avenue and Broadway. All properties have been visited by staff and entered into a database that allows the board and the staff to determine potential development in this corridor under the terms of existing zoning. In the spring of 1999, the Town Meeting created a Zoning Bylaw Review Committee. Representatives of the board and the department have been working with this committee in an attempt to determine whether or not the existing Zoning Bylaw should be amended, modified, or completely rewritten.

Property Management

The board continues to be the landlord for approximately 200,000 square feet of building space in the town. All buildings under the board's jurisdiction return income to the town and are fully occupied with a variety of tenants who provide much needed services. The board's efforts have resulted in the highly successful Community Arts Center at the former Gibbs Junior High School, numerous day-care centers, a Multipurpose Senior Center, and an Adult Day Health Center. The board also has space at the Gibbs Junior High School for a sheltered workshop for the



Parmenter Playground Renovation

handicapped. The board has maintained rent levels that are consistent with their fiduciary responsibility and with the board's desire to provide residents services that can no longer be provided by town government. The board and the department have implemented a carefully planned capital improvement program so all buildings have been improved with rental income from the tenants and are in superior condition. During 1999, the board finished negotiations with MediaOne, the town's cable television licensee. Under the terms of these negotiations, MediaOne occupied the former Dallin Branch Library in Arlington Heights and invested approximately \$250,000 in the building to turn it into a state-of-the-art local access cable studio. Under the terms of this lease, the town will maintain ownership of the building and all the investments will accrue to the town at the time MediaOne's license ends in 2004.

Special Permit Granting Authority

The board, by vote of Town Meeting, serves as the Special Permit Granting Authority for uses subject to Environmental Design Review. These are uses that require a special permit to be developed. Due to their complexity, impact, and size the Town Meeting voted that the board hear and act on petitions under this provision. During 1998, the board heard and acted upon seven cases subject to Environmental Design Review. Developments included the conversion of the Dallin Branch Library to a cable access television studio, conversion of two buildings to office use, the installation of a gasoline station and canopy, conversion of a residence adjacent to the Minuteman Bikeway, an addition to an automobile use in Arlington Heights, and, finally, an eighty-five unit assisted living development at the former MBTA parking lot in Arlington Heights.

Regional Representation

The Director of Planning and Community Development represents the town on several regional agencies. The director has been the town's representative to the Metropolitan Area Planning Council for twenty-six years. The director served as a member of its executive committee for fifteen years and served as Council President for two years. In addition, the director represents the town on the Joint Regional Transportation committee, which focuses on transportation planning issues in Metropolitan Boston. The director has represented Arlington for twenty-six years, served as its chairman in 1983, and in September of 1999 was elected chairman again, the first person in history to serve twice as chairman of this organization. The director serves as a representative of the Town of Arlington to the Northwest Suburban Consortium and during 1999 the director also served on the State Bicycle Advisory Board.

In 1999 the Department of Planning and Community Development and Vision 2020, which is co-chaired by the director, was nationally recognized by receiving the John J. Gunther Award. This award cited the Vision 2020 citizen planning process in Arlington as an outstanding example of public participation.

In addition, the director received national honors from the American Institute of Certified Planners, being elected in the first class of fellows of that 12,000 member organization; the director is only one of four sitting planning directors in the United States to be elected to that position.

Communication and Participation

The efforts of the Department of Planning and Community Development and the Redevelopment Board require them to listen and understand the concerns of all the town's residents. Citizen involvement and participation are crucial to this town. The board and the department require and need input from other town officials, Board of Selectmen, Town Manager, School Committee, Finance Committee, Town Meeting Members, and other department heads, commissions, and citizens. The department and the board take pride in their ability to explain complex issues relating to land use and development in the future of the town. They welcome citizen input and hope that as questions arise you will feel free to call the department with your requests. If it appears that further discussions at a public session are necessary, arrangements can be made for those discussions at the regularly scheduled Redevelopment Board meetings. The department and the board welcome the opportunity to serve you, the residents of the Town of Arlington.

During 1999 Margaret Spengler, a life-long volunteer and activist in the Town of Arlington and a member of the Redevelopment Board from 1995, retired from the board. Mrs. Spengler gave unstintingly to the work of the board and we thank her for her involvement in many activities.

Zoning Board of Appeals

Zoning Board of Appeals	1999	2000
Budget:	\$16,632	\$17,450
Personnel, Part Time:	1	1
Board Members:	5	5

In 1999 the Zoning Board of Appeals heard and rendered decisions on twenty petitions as prescribed in Massachusetts General Laws, Chapter 40A, The Zoning Act, and, also, further clarified by the Town's Zoning Bylaw.

Because members of the board felt it was necessary to acquire more information regarding petitions submitted for the board's attention, it has been necessary to have nine hearings continued for another session. The petitions heard by the board included variances, special permits and appeals of zoning decisions rendered by the Inspector of Buildings as well as interpretations of Zoning Bylaws.

The Zoning Board of Appeals has three members appointed by the Board of Selectmen who also appoint two associate members to attend hearings when a member, or members, cannot sit for a particular hearing. All hearings are open to the public and are usually held on the second and fourth Tuesdays of the month in the Department of Public Works Assembly Hall with occasional exceptions to this schedule. All hearings are advertised in the Arlington Advocate for two consecutive weeks and posted on the Town Clerk's Bulletin Board at least three weeks before the hearing date. The Rules and Regulations of the Zoning Board of Appeals are on file in the Office of the Town Clerk and in the Zoning Board of Appeals' Office at 51 Grove Street.

PETITIONS HEARD BY ZONING BOARD OF APPEALS - 1999

	Granted	Denied	Withdrawn	In Process
Petitions for Variance	4			1
Applications for Special Permits	7	4	1	
Petitions for Variance & Applications for Special Permits (Combined)	2		1	
Modification of Previous Decision Variance				
TOTALS	13	4	2	1
Total petitions filed with Town Clerk - 20				
Hearings continued by the board while in session - 0				

Arlington Housing Authority

Programs

This year marks the Arlington Housing Authority's fifty-first year offering housing to low and moderate income persons either through direct housing in government-owned developments or subsidized housing in privately-owned dwellings. As an independent and quasi-municipal agency, the Arlington Housing Authority (AHA) is charged by statute with providing safe and affordable housing for eligible persons.

The Arlington Housing Authority manages 1,158 housing units: 520 units are available for elderly and/or handicapped residents, 176 units are designated for family housing, a home for 13 mentally challenged residents, and 449 vouchers and certificates assist participants to live in privately-owned dwellings throughout the community.

The Housing Authority is funded solely by the state and federal governments. Properties owned by the authority are exempt from local property taxes, yet in 1999 the authority paid to the town \$6,987.54 in lieu of taxes, which is the maximum the agency is allowed by state statute.

Board of Commissioners

The Board of Commissioners of the Authority is the policy making body of the agency. The members of the Arlington Housing Authority's Board of Commissioners are: *Chairman* John Griffin, *Vice Chairman* Freeland Abbott, *Treasurer* Richard B. Murray, *Assistant Treasurer* Thomas Yewcic, and Patricia B. Worden. The Executive Director, Franklin W. Hurd, Jr., is appointed by the Board of Commissioners and is in charge of the day to day operations of the Authority.



Arlington Housing Authority
*Standing l to r: Richard Murray, Patricia Worden,
 Freeland Abbott, Thomas Yewcic.*
Seated: John Griffin, Chairman.

We would like to recognize the contributions and dedication of Commissioner James K. Ferraro who stepped down in 1999 after eight years of service on the Board.

Year in Review

In an effort to bring the Board and its decisions closer to tenants, the Board of Commissioners has started conducting many of its meetings in the various Authority owned developments. This has allowed the opportunity for more tenant input and has provided a forum for open discussion of issues relating to living in our housing facilities.

Section 8 rental assistance recipients were aided to meet the growing rent increases experienced in Arlington over the past three years. The Authority applied for and received permission to pay additional "exceptional rent" subsidies thereby allowing certificate and voucher holders to be more competitive in obtaining housing during the recent surge of fair market rents in the area.

Through the efforts of Director Patsy Kraemer of the town's Human Services Department, the Authority was able to have the Menotomy Manor 200-2 family housing project selected as a class project for Radcliffe College's Landscape Design Program. Several designs were presented to the Board showing how improvements to the landscape would enhance the character of the development as well as offer a low maintenance solution for keeping up with appearances of the area.

The Board has submitted into its 2000 annual budget funding to seek the services of a professional landscape architect to develop a bid document for the purpose of implementing a master plan for the location. The proposal should offer both functional and aesthetic improvements to the complex.

The Authority completed its lead removal program for 176 units of family housing and certificates of full compliance have been received for all units in this family development.

A reorganization plan for the Maintenance Department was formally submitted and approved by the Board to enhance service to tenants and overall productivity. The reorganization adds onsite supervision to three development zones: Drake Village, Menotomy Manor, and the Center (which includes Winslow Towers, Chestnut Manor, and Cusack Building). The Fiscal Year 2000 maintenance budget also includes funds for a communication system upgrade, renovations to the maintenance facility at Menotomy Manor, and the purchase of more maintenance equipment.

The Authority appreciates the continued support from the Town of Arlington through its annual Community Development Block Grant (CDBG) program. Included in this years funding is the installation of new sidewalks and curbing along Gardner Street and parts of Fremont Street, and matching funds for Landscape Architectural Services for Menotomy Manor.

Tenant Events

Family Cookout

In August, the tenants of Menotomy Manor were treated to the second annual Authority sponsored cookout. Authority administrative and maintenance personnel performed the cooking and cleanup duties. Games were conducted for the children and awards were presented to twenty tenants who made special efforts during the year to beautify the grounds around their buildings.



Special recognition was made for Police Services Director Eugene DelGaizo of the Arlington Department of Community Safety for his leadership and commitment to the safety of our tenants. Director DelGaizo retired from the town after a long and distinguished career in law enforcement.

For the fourth year in a row, the Department of Community Safety has allocated a substantial amount of its Community Policing Grant funds to increase police patrols in the area, greatly enhancing the safety of the neighborhood. As in the past, all police personnel who took part in this program were invited to the outing and thanked for their fine work.

Elderly/Handicap Cookout

The annual cookout for the elderly and disabled residents was held in September. Consistent with this year's "Picnic" theme, a boxed lunch was offered along with entertainment, and a large number of donated prizes, and gift baskets prepared by the AHA Administrative Staff were all part of the very successful party. Tenants

thoroughly enjoyed the food, lively conversation, wonderful music, and the largest number of prizes and gifts ever given out for this annual event.

Each building sponsored talent to enhance the program. Peggy Kinnear of Winslow Towers sang a ballad from her native Scotland, Lana Carpenter of Drake Village offered her rendition of "Till There Was You", and the Merry Notes of Chestnut Manor (Flo Gagne, Helen Todisco, and Hazel Foley) returned from retirement to entertain for the occasion.

The 1999 Tenant of the Year awards were presented to: Blanche Goguen (Drake Village), Cathy Greenland (Chestnut Manor), Louise O'Donnell (Winslow Towers), and Anne Ventolieri (Cusack Terrace). Winners were chosen via ballot by the tenants of their respective buildings.

Acknowledgments

The Authority would like to recognize the retirement of Richard Ronan, our Superintendent of Maintenance and loyal employee of forty-five years. Additionally, Mr. Ronan served as the Clerk of the Works during the construction of the Chestnut Manor, Winslow Towers, Hauser Building, and Cusack Terrace buildings.

Furthermore, the Arlington Housing Authority would like to recognize all its present and past employees for their dedication over the past fifty-one years. Without their efforts, our years of successful accomplishments in providing safe, decent, and affordable housing to low to moderate income families would not have been possible.

Vision 2020

In the summer of 1999 the United States Department of Housing and Urban Development recognized Arlington's Vision 2020 with its John J. Gunther Best Practices Award. Of the one hundred recipients across the country, Vision 2020 was the only townspeople/government partnership.

In June 2000, Vision 2020 will complete its tenth year as a committee of the Town: a partnership of townspeople, town employees and town leaders. Arlington was one of the first to implement this joint planning process, where active task groups work within a framework of town goals established by Town Meeting. Today, many other communities, including Belmont and Lincoln, contact us to ask, "How can we do it?"

History

At the suggestion of Selectmen Stephen Gilligan, Kevin Greeley and Charles Lyons, a Steering Committee of elected and appointed town leaders and residents was formed in June, 1990, to launch what turned out to be a two-year exploration of Arlington's history, achievements, and its methods of operating. Using town-wide focus groups, participants identified Town strengths and areas exemplifying those values that Arlington would want to be known for in the future.

Articles of Our Common Purpose grew around these value areas, and were refined by input from more than 1,400 townspeople. Task groups formed around each "article". A structure to perpetuate the process of involving townspeople and officials who together explore the most effective ways to address each article's scope was adopted by Town Meeting in June of 1992. Thus, the original Steering Committee was succeeded by the Vision 2020 Standing Committee, with a motto *A Proud Past, A Focused Future*.

Over the next year the articles became Goals for the Town, and were adopted by Town Meeting in May 1993, as a bylaw. The Goals, developed for Business, Communication, Community and Citizen Service, Culture and Recreation, Diversity, Education, Environment, Fiscal Resources, and Governance, must be considered as the Town conducts its business. These goals, the framework for the work of Vision 2020 and its task groups, including a student group at Arlington High School, are central to its outreach for community participation.

The Standing Committee includes the Town Manager, the Superintendent of Schools, the Town Moderator, the Director of Planning and Community Development; representatives from the Board of Selectmen, the School Committee, the Finance Committee, and the Redevelopment Board; two residents, one each appointed by the



Vision 2020 Town Day Booth

Selectmen and the School Committee; two Town Meeting Members; a representative for each Task Group; and a student at Arlington High School appointed by the Superintendent of Schools.

Since 1990, the work of Vision 2020 has been supported by a federal grant, Community Development Block Grant (CDBG). The Standing Committee administers and monitors this work, and ensures that important issues that Arlington faces now and in the future are addressed broadly and openly. More than 4,500 Arlingtonians have participated in this effort so far, employing as strategic and effective methods as possible, often involving cooperation and collaboration with other Town entities.

Summary of Vision 2020 Achievements in 1999

- ❖ Produced the third edition of *Settling In, An Introductory Guide to Arlington* designed to welcome and assist the newly arrived with pertinent information, phone numbers, and general resources in Arlington and the Greater Boston area. Printing costs were shared with local realtors, and copies are available at town, school, and local realty offices.
- ❖ Participated in the Superintendent's Diversity Advisory Committee, and continued to advocate for a school department minority hiring policy, as well the need for a professional school department human resources capability and plan.
- ❖ Initiated a group for parents of young children who are ethnically and culturally diverse.
- ❖ Produced both Candidates Night and the Annual Warrant Review with Arlington's League of Women's Voters.
- ❖ Published the first *Freshman's Guide to Survival at Arlington High School* for eighth graders entering Arlington High School.
- ❖ Reached out to the Arlington community with a booth at Town Day, Vision 2020's *Report to Town Meeting*, and the annual Vision 2020 insert for comment and participation in the Town's annual census mailing.
- ❖ Continued to study the concept of community-based self-insurance as it might impact the issues of workers compensation and health care.
- ❖ Studied the effectiveness of Arlington's financial structures, in comparison to similar and like towns, with the intent of developing ideas for improving Arlington's financial operations.
- ❖ Added two subcommittees to the Environment Task Group, so that this task group now includes:

The Arlington Reservoir Committee that is seeking solutions to address the safety concerns at the "Res" while preserving it for wildlife habitat and public recreation. This subcommittee prepared a trial survey for distribution at Town Day and through two elementary schools on "Res" use and opinions of its value. A refined survey has been prepared for distribution with Vision 2020's insert to the town's Annual Census Mailing for January 2000.

The Sustainable Arlington Committee that is seeking ways to support responsible uses of energy in the town, along with other municipalities, so that Arlington will address the problem of global warming.

The Spy Pond Committee which continued its focus on the pond by pursuing solutions to problems of water quality, weeds and erosion, as well as examining the issues of better public use and access. Along with the Planning Department and the benefit of some granting dollars from Department of Environmental Management and Community Development Block Grant, this subcommittee has guided the MIT/Tufts research and reports on arsenic and other metals, as well as the presence of nutrients such as phosphorus and their influence on water quality, animal habitat and weed growth. Efforts to reduce the amount of phosphorus coming into the pond have included letters to local suppliers of fertilizers and lawn services to suggest stocking/using fertilizers with low or no phosphorus. *Phosalert* flyers with a similar message were distributed by the committee to all households in the Spy Pond watershed.

This committee continued to address the need for capturing and filtering the runoff sediments from Route 2 which enter the pond through the fifty-four inch storm drain located near the intersection of Pleasant Street and Route 2. The runoff from this drain has created a large sandbar at that end of the pond that needs to be removed. The committee has requested the help of the Board of Selectmen to encourage the Massachusetts Highway Department to remove the sandbar, and to design and install an easily maintainable structure to trap the runoff sediments from the highway before they enter the pond.

Weed growth seems to have accelerated in 1999 causing concern for boating and swimming safety, as well as choking out other forms of plant life supportive to wildlife habitat. A professional weed analysis was performed in late fall, and the committee has embarked on an investigation of the best management possibilities to address this growth and restore/maintain water clarity and quality.

Vision 2020 Plans for 2000

Most of the projects listed above are ongoing. However, the following items have been added to the Vision 2020 agenda for 2000:

- ❖ Create displays at Robbins Library on civic and community information, including quizzes on local history and government
- ❖ Sponsor a warrant article, with the Arlington Conservation Commission, to address weed management at Spy Pond
- ❖ Work with the Town on the elements of a sustainable Arlington plan for future Town Meeting consideration
- ❖ Enhance Vision 2020's presence on the World Wide Web; and
- ❖ Form project-related research relationships with local universities and young professionals to augment task group efforts.

Vision 2020 is proud of its Town and townspeople collaboration, and grateful to the more than 4,500 Arlingtonians who have contributed to this effort at moving the Town forward to address the issues we face now and in the future. It is especially thankful this year to four who have contributed greatly to the success of this project and are taking a hiatus from their leadership roles: Sr. Elizabeth Cawley, CSJ; Sidney Feinlieb, Karsten Hartel, and Loretta Saint-Louis.

In addition to these four, the Vision 2020 Standing Committee and Task Group Chairs during 1999 were Byron Alex, Eugene Benson, Mary Daniels, Kathleen Kiely Dias, Kathleen Donovan, Gail DuBois, Ralph Elwell, William Eykamp, Andrew Fischer, William Hartigan, Jane Howard, Elizabeth Karpati, Nora Mann, Peter Manning, Donald Marquis, Leslie Mayer, Alan McClennen, Jr., Sherry Miller, Angela Olszewski, Allen Reedy, William Shea, Edward Starr, Miriam Stein, Martin Thrope, Patricia Watson, and John L. Worden III.

Open Space Committee

The Town of Arlington Open Space and Recreation Plan (1996-2001), prepared by the Arlington Open Space Plan Committee and published in 1996, recommended the establishment of a standing committee of citizens and representatives of town agencies involved with open spaces to implement the goals, objectives, and actions outlined in the plan. Town Meeting approved creation of the Open Space Committee (OSC) and the first members were appointed by the Town Manager in 1996. Since then representatives of several town entities (including the Park and Recreation Commission, the Conservation Commission, the Redevelopment Board, and the Departments of Planning and Community Development, Public Works, and Human Services) and concerned citizens have been meeting almost monthly to exchange ideas and discuss ways to further protect the town's natural resources and enhance appropriate uses of its more than fifty open space and recreation sites.

The Open Space Committee serves an oversight function but does not have direct responsibility for the management of any specific town properties. The committee's primary purpose, therefore, is to enhance communication among those entities that do have management authority and to raise broad-based community concerns about the planning, care and use of the town's natural resources, which are a major element in our quality of life.

The principal objective of the OSC has been to research and discuss the status, management and direction of the town's open spaces in the very broadest sense, regardless of use (passive or active, recreation, or conservation) or ownership/management oversight (various town commissions, boards, or departments). The OSC believes that the only way to fully understand the needs and problems of the town's open spaces is to look at them in a holistic way.

During 1999, the OSC participated in the following actions and projects:

- ❖ The committee began an extensive review of the 1996 Open Space and Recreation Plan and is updating that report's itemized list of goals, objectives, and actions in anticipation of the next five-year plan starting in 2001. Much progress has been made over the past three years, but two major concerns remain:
 - OSC members are especially concerned that the recreational facilities and natural open spaces of Arlington are drastically under-funded for both regular maintenance and longer-term capital improvements.
 - Inter-departmental communication and collaborative management of the town's open spaces have improved greatly through the OSC. However, the OSC urges the town to look for other ways to strengthen the commitment to open space needs, including hiring a full-time natural resources professional to coordinate planning and management. This person could oversee

existing fiscal resources and also seek new public and private funding sources for the town's public lands, in accordance with the goals of the 1996 and 2001 plans.

- ❖ Volunteer land stewardship is a valuable and necessary complement to the town's open space management program. The OSC acknowledges and supports the growing trend of citizens' groups that participate in this important oversight function, including site-oriented groups such as the Friends of Spy Pond, the Spy Pond and Reservoir Committees of Vision 2020, the Mount Gilboa Association, the Friends of Menotomy Rocks Park, and the Friends of Robbins Farm. In addition, many athletic teams, leagues, and other sports-related groups work hard to raise funds to improve the playing fields and other recreational facilities. Many businesses and community groups also participate in Beautify Arlington's "adopt an island" and "adopt a bikeway section" programs.
- ❖ Lengthy discussions within the OSC prompted several former members to help found the Arlington Land Trust, a private, non-profit organization established to protect open space and environmentally sensitive areas in Arlington through the use of conservation easements and other activities. The Trust will continue to work with the OSC in carrying out the Open Space and Recreation Plan and building a town-wide base of public support for conservation efforts.
- ❖ The OSC continues to monitor and work together with related groups and activities, such as Arlington's "2000 by 2000" tree planting program, regional groups concerned with open space policies such as the Mystic River Watershed Association, and the Community Preservation Act and its open space initiatives at the state level. As another example of community collaboration, OSC members helped formulate the request for proposals that resulted in the study of Spy Pond Shores, under the auspices of the Park and Recreation Commission. The committee will continue to be actively involved in the planning and development of both conservation and recreational uses at the Reeds Brook site off Summer Street, Arlington's Great Meadows (located in Lexington), the Mugar property next to Route 2 in East Arlington, and other significant open spaces in Arlington.

During the year 2000, the Open Space Committee will continue its town-wide oversight of open spaces and its collaboration with other community groups. The OSC will complete its review and analysis of the Open Space and Recreation Plan, including a summary of accomplishments and a report of actual expenses and projected financial needs. The committee will also assess recommendations for future actions to meet the Plan's goals in order to present an updated five-year plan for approval by Town Meeting and the Massachusetts Executive Office of Environmental Affairs in 2001.

The OSC wishes to thank the following former members who served on the committee during 1999: Barry Faulkner (Redevelopment Board), Carol Kowalski (citizen/urban planner), and Clarissa Rowe (citizen/Friends of Menotomy Rocks Park).

Arlington Bicycle Advisory Committee

Background

The Arlington Bicycle Advisory Committee (ABAC) was appointed by the Board of Selectmen in 1996 to advise the town on improving local bicycling conditions for both residents and visitors. The committee promotes all forms of safe bicycling in town from recreational riding on the Minuteman Bikeway to using the bicycle for transportation and errands. The committee has also advised on related pedestrian issues and helped to start the Walking in Arlington citizens group this year. Our ultimate goal is to help make the town a more livable place for all Arlington residents.

The ABAC meets regularly, every other month, to discuss bicycle-related topics and issues in town. Meetings are posted in advance and open to the public.

Recent Highlights

In the past year, the ABAC has advised and worked on a wide range of projects and initiatives including:

- ❖ Organized a half-day, strategic-planning session to define committee goals for the year.
- ❖ Advised the town on construction plans and projects affecting local roadways particularly Summer Street, the Minuteman Bikeway, and its environs.
- ❖ Worked with the Department of Public Works to complete an inventory of surface issues along the three-mile stretch of the Minuteman Bikeway located in Arlington, particularly uprooted pavement and erosion problems.

- ❖ Organized the annual BIKE-Arlington Tour, a casual ten-mile bicycle tour around town, which attracted nearly 100 participants (including some grandparents riding alongside their young grandchildren!) last May. Members of the town's Police Bicycle Unit also supported this fun and informative community event. This year's BIKE-Arlington Tour is scheduled for Sunday morning, May 21, 2000.)
- ❖ Hosted an information table at Town Day, where the committee sold local bicycle maps, distributed bicycle-related information, signed up local residents for our mailing list, and assisted the Police Department in registering bicycles.
- ❖ Advised local businesses on both the need and placement of bicycle racks to facilitate bike parking at both municipal and commercial sites.
- ❖ Advised a core group of Arlington residents on starting up the Walking in Arlington citizen's group, which is focused on pedestrian advocacy.
- ❖ Adopted the John Wald Memorial pocket-park area at the new bridge crossing of the Minuteman Bikeway at the Alewife Brook
- ❖ Received a \$2,000 charitable grant from the Cutler West Foundation, which will be used to purchase new public library-resource materials related to bicycle safety, transportation, recreation, and maintenance.

Future Plans

Looking toward the future, the ABAC plans to: develop criteria for longer-term management of the Minuteman Bikeway including both improvements and routine maintenance, install additional bicycle racks at appropriate locations, work with the Robbins Public Library to order bicycle-related educational materials (funded by a charitable grant), and continue to advise town officials on bicycle-related issues and needs.

At this time, the committee is also actively recruiting new members. If you are interested in local bicycling matters please attend an upcoming ABAC meeting. For more information please call the Department of Planning and Community Development at 316-3090 or e-mail jack2bike@mediaone.net.

Metropolitan Area Planning Council

The Metropolitan Area Planning Council (MAPC) is the regional planning agency that serves 101 communities in the metropolitan Boston area. It was created by an act of the state legislature in 1963 and has been serving its communities in a variety of ways since that time. The council is composed of one representative from each of the 101 communities appointed by the Chief Executive Officers of each of these cities and towns. In addition there are twenty-one gubernatorial appointees and fourteen agency (such as the Department of Environmental Management, Mass Port, and MBTA) appointees on the council. The twenty-five member elected Executive Committee meets eleven times a year. The full council meets three times a year. Meetings are held at various localities throughout the region.

In order to serve its communities better, MAPC has organized eight subregions. These groups are composed of representatives from the member communities and a MAPC staff planner. The subregions meet on a regular basis to discuss and work on issues of local concern. There are twenty-four member communities in the Inner Core subregion – the largest of all the eight subregions. The group focuses on various planning issues at their meetings, which are held at MAPC the first Wednesday of each month. At each meeting there is usually a featured speaker, an update on legislation from MAPC, and a brainstorming session. In addition, the group periodically visits local communities to view new projects. This year they visited the new federal courthouse and the new Malden schools. Topics discussed this year include: traffic calming, mansionization, promoting commercial areas, affordable housing, historic landscape preservation, brownfield legislation, Transportation Improvement Plan, and others.

On the region-wide scale MAPC is involved with so many programs and issues that it is not possible to mention them all. However, the following list should give some idea of the breadth of activities, responsibilities, and challenges the agency has met over the past year.

Buildout Analysis Projects

MAPC is continuing its work with local communities on buildout analysis. Last year MAPC developed a Geographic Information System (GIS) methodology for these community buildouts. This work came to the attention of Executive Office of Environmental Affairs (EOEA) who saw it as a good tool to help communities focus on their local growth potential. Subsequently, EOEA decided to fund buildouts for all Massachusetts communities. They have contracted with MAPC and other agencies to do the work. Everyone is using the MAPC methodology. MAPC expects to complete forty-seven buildouts this fiscal year. The work on the remaining communities will be done the following year.

The purpose of a buildout study is to create an approximate “vision” in quantitative terms, of the potential future growth permitted and encouraged by a community’s bylaws. Using maps, a buildout analysis can describe the level, type, and location of such potential future growth. The result is only an estimate of a possible future for the communities, but it helps residents and public officials to develop an understanding of the implications of current zoning regulations. If the level or type of potential future development shown in the buildout analysis is not consistent with the community’s goals or vision for the future, the residents may choose to make appropriate changes to the regulations.

Regional Service Initiative

MAPC has worked with local officials to establish three consortia in the North Shore, the North Suburban, and the South Shore areas. The groups have applied for state funding, but at this point the project is supported totally by local funds. The North Shore and North Suburban are sharing the services of a regional coordinator who has an office in Salem State College. The South Shore has a part-time coordinator who works out of the Hingham Town Hall. Initially, regional coordinators will concentrate on joint purchasing of supplies and services. These joint purchases are expected to show immediate and significant savings. Municipal managers have expressed interest in regional human resources services, including training. Gradually many other municipal services will become likely candidates for regional delivery approaches.

Southeastern Massachusetts Vision 2020

MAPC is continuing its work with the Old Colony Planning Council and the Southeastern Regional Planning and Economic Development District on the initiative to address uncontrolled sprawl and improve management of the rapid changes occurring in this region of the Commonwealth. The project recognizes that important choices lie ahead for the communities of southeastern Massachusetts and that a clear vision for the future will lead to more effective decision-making.

The group has prepared a report: *Vision 2020: An Agenda for the Future*. This report deals with the facts, trends and issues confronting the region, ending with a strategy for action. The report was finished this spring. The committee is now making the contents of the report known throughout the region by the way of a slide show.

Comprehensive Economic Development Strategy

MAPC is responsible for producing a Comprehensive Economic Development Strategy (CEDS) for the Boston region, in order to meet the requirements of the federal Economic Development Administration (EDA).

MAPC communities have this opportunity to identify an economic development vision, and an action plan, and implementation steps which include local and regional priority projects. The completed CEDS will be the blueprint for future economic development projects and funding from a wide variety of public, nonprofit, and private sources. The strategy will also address economic development-related issues such as transportation and housing projects and the environmental impacts of development.

Interstate 495 Initiative

Through the I-495 Initiative, MAPC continues to work cooperatively with the Massachusetts Technology Collaborative, legislators, companies, and communities near the fast-growing I-495 Corridor. The project is funded in part by the U. S. Department of Economic Development. The goal is to develop innovative solutions to the challenges of growth, business competitiveness, local fiscal stability, and resource protection. This year, the Initiative hosted its second major regional conference, achieved \$250,000 in federal funding for a regional transportation study and ridesharing incentives, began a web-based clearinghouse and virtual technical assistance center, assisted in the formation of a six-community Assabet River Consortium, and facilitated a public-private dialogue about alternative technologies, reverse commuting, and more predictable permitting.

Welfare to Work

MAPC is the recipient of a U. S. Department of Labor Welfare-to-Work grant. MAPC brings an innovative and collaborative approach to assisting low-income job seekers to overcome systemic transportation barriers. By linking employers, workforce development agencies, and transportation providers the project has improved access to existing mass transit, identified major employment centers that lack access, and offered innovative support where public transportation is not feasible. MAPC has convened a unique collaboration that provides employment transportation for low-income communities.

Metropolitan Affairs Coalition

MAPC is serving as the staff of the Metropolitan Affairs Coalition (MAC). MAC grew out of the Challenge to Leadership, a twelve-year effort initiated by Cardinal Law. Church leaders along with business, labor, academic, public sector, and other non-profit organizations help define a civic agenda for the city and the region. The MAC is designed to give a depth and an on-going presence to issues that have a metropolitan scope. The initial issue that the MAC is addressing is housing in the metropolitan region.



Town Moderator

Town Meeting

Arlington's legislature, the Town Meeting, had an eight-session Annual Meeting and - for the first time in several years - no Special Meetings.

The work of citizen committees in carrying out the town's business received strong emphasis, with no less than fourteen reports being presented. Such committees offer opportunities for a variety of talents in public service. Three new committees were created: Zoning Review under Article 8, Affordable Housing under Article 26, and Parks and Fields under Article 51.

In an effort to streamline its procedures, the Meeting, under Article 11, voted to reduce speaking time from fifteen minutes to ten. Since this was a bylaw amendment, it will not take effect until 2000. Other bylaw amendments included the regulation of news racks, Article 16, further regulation of lead paint removal, Article 20, and strengthening of the town's recycling program, Article 22.

An effort to involve the town in foreign policy, with respect to nuclear disarmament, Article 25 was rejected. Another initiative - to require the Permanent Town Building Committee to mail periodic reports to Town Meeting Members, Article 47 - met a similar fate, as did a proposal to allow the use of propane gas for household purposes, Article 21.

Although the omnibus budget, Article 41, engendered considerable discussion over several evenings, the entire package of appropriations in the amount of \$63,691,416 was approved as recommended by the Finance Committee. The Minuteman Regional High School budget, Article 54, was also approved as recommended by the Finance Committee - at a considerable discount to what had been requested by the Minuteman Regional High School Committee. Under Article 60, planning funds were voted for rehabilitation work on the town's elementary schools, with priority to be given to plans for the Peirce and Dallin Schools.

Under Article 49, September 13 was designated as "Uncle Sam Day" and the days around that date as "Uncle Sam Week".

The traditions of Town Meeting include the singing of the National Anthem at the beginning each session. At the first session, the Menotomy Minutemen marched in with the colors and accompanied the anthem with fifes and drums. At other sessions, George Kocur and Zavan Mazmanian provide piano accompaniment, except for May 5, when the Arlington High School Madrigal Singers entertained the Town Meeting Members.

Invocations were given by Reverend David Hollenbeck, new pastor of Calvary Methodist Church, Sister Rose Marie Lipke, pastoral associate at Saint Eulalia Church, Reverend Major Steve Carroll of the Salvation Army, Reverend James E. O'Leary, pastor of Saint Camillus Church, Reverend Linda Fisher Privitera, rector of the Church of Our Saviour, Reverend Brian M. Flatley, pastor of Saint Agnes Church, and Reverend Ronald Ramsey, rector of Saint John's Episcopal Church. When one of the clergy scheduled to give the invocation failed to appear, the Moderator read Reverend John Donne's meditation on the connectedness of all humankind, *For whom the bell tolls*.

TOWN MEETING MEMBERS

As of December 31, 1999

PRECINCT 1

Barry-Smith, Chris K., 37 Silk Street 2002
Kneeland, John G., Jr., 100 Decatur Street 2002
McGaffigan, Elizabeth, 32 Silk Street 2002
Mills, Kevin M., 28 Mystic Valley Pkwy. 2002
Boltz, Barbara Ann, 27 No. Union St., #8 2001
Cuddy, Martin W., 6 Patrick Street 2001
Dalton, Timothy H., 3 Purcell Road 2001
Lehan, Charles M., 108 Decatur St., #10 2001
Ainsworth, Franca A., 35 No. Union Street 2000
Cashman, John J., 18 Granton Park 2000
Cleinman, Stuart P., 113 Sunnyside Avenue 2000
Frank, Alan D., 35 Gardner Street 2000

PRECINCT 2

Carabello, Joseph P., Jr., 156 Lake Street 2002
Carey, William A., Jr., 155 Lake Street 2002
Fiore, Elsie C., 58 Mott Street 2002
McCabe, Mark W., 4 Dorothy Road 2002
Casieri, Anthony C., 22 Margaret Street 2001
Cella, Augustine R., 99 Spy Pond Pkwy 2001
Hurley, Stephen G., 8 Margaret Street 2001
Logan, William, 7 Mary Street 2001
Caggiano, Michael A., 9 Putnam Road 2000
Cella, Steven, 99 Spy Pond Pkwy. 2000
Fiore, Peter J., 58 Mott Street 2000
Sarraga, Lawrence M., 99 Lake Street 2000

PRECINCT 3

Bartash, Russell J., 21 Cottage Avenue 2002
Griffin, Jean M., 42 Oxford Street 2002
Simas, Charles J., 42 Oxford Street 2002
Tosti, Allan, 38 Teel Street 2002
Boschi, Osmano, 51 Winter Street 2001
Haussman, Melissa A., 38 Marathon St. 2001
Hayward, William F., 68 Cleveland Street 2001
Hegel, William H., II, 36 Marathon St., #2F 2001
Barrett, William H., 16 Cleveland Street 2000
Dratch, Robin M., 70 Teel Street 2000
Ferrante, John A., Jr., 38 Waldo Road 2000
Piandes, George, 39 Winter Street 2000

PRECINCT 4

Costa, Patricia A., 82 Milton Street 2002
Groat, Janet L., 31 Varnum Street 2002
Laite, George, 25 Lafayette Street 2002
Marshall, Joseph M., 74 Varnum Street 2002
Page, Wendy E., 99 Milton Street 2001
Quimby, Judith A., 12 Egerton Road 2001
Scoppettuolo, Robert P., 27 Magnolia St. 2001
Whitney, Jon, 11 Varnum Street 2001
Costa, Daniel, 96 Varnum Street 2000
Marshall, Laurie A., 74 Varnum Street 2000
O'Neill, Brian D., 49 Fairmont Street 2000
Wesoloski, Diana Napoli, 20 Melrose St. 2000

PRECINCT 5

Dodge, Mary M., 38 Beacon Street 2002
Egan, Patricia A., 132 Webster Street 2002
Gilmore, Mary C., 33 Beacon Street 2002
Wallo, Jodi B., 34 Dartmouth Street 2002
Burns, Francis X., 64 Park Street 2001
DuBois, Abigail, 83 Park Street 2001
McCarthy, Daniel J., 90 Palmer Street 2001
Watson, M. Wendy, 23 Amherst Street 2001
Gumb, Larry, 150 Mystic Valley Pkwy. 2000
McCarthy, Patricia J. S., 90 Palmer Street 2000
Walton, Douglas D., 31 Bowdoin Street, #1 2000

PRECINCT 6

Hauser, Carol, 25 Linwood Street 2002
Rock Tully, Susan, 15 Chandler Street 2002
Rosselli, Emelio J., 14 Lake Street 2002
Tully, Joseph C., 15 Chandler Street 2002
Bento, Dennis, 12 Orvis Road 2001
Fischer, Andrew S., 25 Lombard Road 2001
Schlichtman, Paul, 60 Pleasant St., #523 2001
Sharff, Phillip A., 62 Lombard Terrace 2001
Krikorian, Helen M., 47 Lake Street 2000
Murray, Richard B., 38 Marion Road 2000
Nigro, Ronald A., 382 Massachusetts Ave. 2000
Walcott, Sarah, 80 Pleasant Street 2000

PRECINCT 7

Judd, Lyman G., Jr., 79 Harlow Street 2002
Kennedy, William J., 18 Webster Street 2002
Smith, Walter R., 19 Tufts Street 2002
Tobin, Margaret E., 70 Harlow Street 2002
Alberg, Andrea, 10 Wyman Street, #1 2001
Connors, Joseph M., 78 Bates Road 2001
Hughes, Kenneth W., 20 Webster Street 2001
Baron, Sheri A., 10 Raleigh Street 2000
Kearney, Rosita R., 100 Everett St., #2 2000
Villandry, Peter, 63 Tufts Street 2000
White, Robert Manning, 95 Everett St., #1 2000

PRECINCT 8

Berkowitz, William R., 12 Pelham Terrace 2002
Bohn, Judith T., 38 Academy Street 2002
Foskett, Charles T., 101 Brantwood Road 2002
Jones, Bernice K., 21 Kensington Road 2002
Forgie, Carma D., 11 Stony Brook Road 2001
Friedman, Cindy F., 130 Jason Street 2001
Rowe, Clarissa, 54 Brantwood Road 2001
Worden, John L., III, 27 Jason Street 2001
Baldwin, Elizabeth L., 107 Jason Street 2000
FitzMaurice, John A., 17 Lakeview 2000
Leone, John D., 51 Irving Street 2000
Worden, Patricia B., 27 Jason Street 2000

PRECINCT 9

Candelas, Alexandra, 4 Water Street	2002
Goldmuntz, Paul, 19 Mystic Lake Drive	2002
Hallee, Pauline Y., 47 Maynard Street	2002
Towle, William F., 22 Franklin Street	2002
Budne, Philip L., 35 Central Street	2001
Hallee, Jerome P., 47 Maynard Street	2001
Peters, Douglas J., 63 Maynard Street	2001
Peters, Natalie C., 63 Maynard Street	2001
Herlihy, Robert E., 51 Maynard Street	2000
Murphy, Edward W., Jr., 31 Sherborn St.	2000
Ortwein, Nanci L., 135 Medford Street	2000
Towle, Norman C., 22 Franklin Street	2000

PRECINCT 10

Howard, Jane L., 12 Woodland Street	2002
Howard, Peter B., 12 Woodland Street	2002
Miller, Thomas H., 7 Bellevue Road	2002
Shea, William E., 9 Lincoln Street	2002
Costa, Barbara M., 26 Woodland Street	2001
Higgins, Nancy G., 86 High Haith Road	2001
Russian, Donnarose, 106 Spring Street	2001
Heck, Edward T., 90 Churchill Avenue	2000
Kenney, William J., Jr., 178 Newport St.	2000
Rawson, Thomas E., 18 Gloucester St.	2000
Tessitore, Frank W., 222 Highland Ave.	2000
Tiedeman, Nancy N., 46 Bailey Road	2000

PRECINCT 11

Faulkner, Barry, 38 Kimball Road	2002
Greeley, Robert E., 38 Edgehill Road	2002
Radochia, Joyce H., 45 Columbia Road	2002
Sheehan, Daniel J., 23 Victoria Road	2002
Chachich, Alan, 205 Mystic Street	2001
Goldsmith, Deborah, 73 Oak Hill Drive	2001
Maytum, Claire E., 25 Ridge Street	2001
Vaughan, Bobby, 46 Johnson Road	2001
Cole, John W., 9 Glen Avenue	2000
Maytum, William J., 25 Ridge Street	2000
Oppedisano, Pasquale D., 102 Stowecroft Rd	2000
O'Riordan, Steven H., 21 Oak Hill Drive	2000

PRECINCT 12

Bakey, Janice Anzalone, 15 Fountain Rd.	2002
Dumyahn, Tom, 8 Fountain Road	2002
Jefferson, Robert J., 27 Park Circle	2002
Taber, William H., 23 Buena Vista Road	2002
Chaput, Roland E., 74 Grand View Road	2001
Sexton, Ralph W., 308 Park Avenue	2001
Thomas, Patricia J., 176 Mt. Vernon St.	2001
Thrope, Martin, 348 Gray Street	2001
Harrington, Jacqueline, 52 Kenilworth Rd.	2000
Leich, Judith Epstein, 53 Pine Ridge Rd.	2000
McInnes, Robert G., 7 Gray Circle	2000
Megson, Mary, 24 Coolidge Road	2000

PRECINCT 13

Deyst, John J., Jr., 26 Upland Road West	2002
Deyst, Mary A., 26 Upland Road West	2002
Gilligan, Stephen J., 77 Falmouth Road	2002
Talanian, Lori, 45 Oldham Road	2002
Falwell, Thomas W., 25 Falmouth Road	2001
Hayden, Robert B., 38 Old Middlesex Path	2001
Lee, Fay Hom, 35 Melvin Road	2001
McCarthy, Philip J., 156 Crosby Street	2001
Doherty, James F., 11 Moccasin Path	2000
Gibbons, Christopher, 62 Tomahawk Rd.	2000
Hurd, Joan E., 267 Ridge Street	2000
Krepelka, Marie A., 12 Mohawk Road	2000

PRECINCT 14

Canaday, John T., 48 Menotomy Road	2002
Hillis, Robert G., 17 Mt. Vernon Street	2002
McCarthy, Kevin L., 251 Gray Street	2002
McDaniel, Julie, 9 Walnut Terrace	2002
Avery, Richard, 4 Harvard Street	2001
DeMille, Evelyn Smith, 31 Coleman Road	2001
Parker, Sarah A., 48 Walnut Street	2001
Taylor, Reed Kingston, 990 Mass. Ave., #86	2001
Balyozian, Charles J., 19 Scituate Street	2000
Hooper, Gwenyth R., 1 School Street	2000
Mahon, Diane M., 23 Howard Street	2000
Wyly-Jones, Susan, 20 Walnut Terrace	2000

PRECINCT 15

Turner, Nathan S., 68 Dickson Avenue	2002
Winkler, Howard B., 10 Sleepy Hollow Ln.	2002
Ciano, Frank J., 65 Woodside Lane	2001
Fanning, Richard C., 57 Yerxa Road	2001
Lavalle, Brian, 42 Oak Hill Drive	2001
Mara, Nancy A., 63 Epping Street	2001
Chamallas, Charles N., 41 Candia Street	2000
Curro, Joseph A., Jr., 21 Millett Street	2000
Damon, Richard, 35 Stone Road	2000
Doherty, Paul M., 26 Oak Hill Drive	2000
Megna, James S., 20 Teresa Circle	2000
Starr, Edward, 7 Twin Circle Drive	2000

PRECINCT 16

Bronstein, Alan H., 231 Appleton Street	2002
Colwell, Kathleen G., 60 Claremont Ave.	2002
Curren, David B., 251 Wachusett Avenue	2002
Garrity, Robert K., 275 Park Avenue	2002
Connor, Mark, 216 Oakland Avenue	2001
Finochetti, Jean L., 177 Wachusett Ave.	2001
Houseman, Walter W., 17 Claremont Ave.	2001
Phelps, Judith Ann, 77 Oakland Avenue	2001
Brent, Susan Anne, 100 Appleton Street	2000
Phelps, Richard S., 77 Oakland Avenue	2000
Reedy, Allen W., 153 Renfrew Street	2000
Wallace, John J., 100 Appleton Street	2000

PRECINCT 17

Banks, Joan L., 65 Brattle Street	2002
Daly, Joseph S., 11 Old Colony Lane	2002
Leonard, John R., 1 Viking Court, #6	2002
Sennott, Frederick J., Jr., 10 Brattle Street	2002
Burke, William K., 2 Old Colony Lane, #3	2001
Leigh, Robert E., 77 Forest Street	2001
Mazmanian, Zavan, 1077 Mass. Ave., #2	2001
Paulino, Stephen, 9 Grove Street, #1	2001
LeRoyer, Ann, 12 Peirce Street	2000
Liang, Mabel, 77 Forest Street	2000
Milligan, Clifford L., 1 Watermill Pl., #1	2000
Olszewski, Angela M., 1 Watermill Pl., #428	2000

PRECINCT 18

Barber, Harry, 12 Shelley Road	2002
Campbell, Edward J., 77 Hathaway Circle	2002
Greeley, Kevin F., 36 Hathaway Circle	2002
Ronan, Mary I., 1 Brewster Road	2002
Ford, William J., 6 Mayflower Road	2001
Novello, James W., 6 Campbell Road	2001
Santore, Joseph J., Jr., 8 Browning Road	2001
Vann, John H., 210 Florence Avenue	2001
Andrew, Stephen J., 16 Wadsworth Road	2000
Hadley, David E., 202 Sylvia Street	2000
Parsons, Carolyn Marie, 23 Brewster Rd.	2000
White, Brian Terence, 21 Piedmont Street	2000

PRECINCT 19

Deal, Patricia M., 9 Ronald Road	2002
Murray, John R., 34 Thesda Street	2002
Olsen, Linda K., 89 Wright Street	2002
Phelps, Matthew W., 34 Reed Street	2002
Mulvey, Brian D., 159 Forest Street	2001
Murray, Lisa D., 459 Summer Street	2001
O'Connor, James M., 63 Overlook Road	2001
Trembly, Edward D., 76 Wright Street	2001
Carreiro, Richard L., 211 Forest Street	2000
Deshler, Christine P., 65 Huntington Road	2000
Doherty, Leo F., Jr., 8 Gay Street	2000
Warren, Christopher G., 91 Thesda St.	2000

PRECINCT 20

Coffey, Robert J., 35 Dundee Road	2002
Mann, Nora J., 45 Wollaston Avenue	2002
Phillips, Meghan S., 30 Surry Road	2002
Tosi, Robert L., Jr., 14 Inverness Road	2002
Binell, Helen M., 104 Lancaster Road	2001
Bloom, Raymond M., 90 Sylvia Street	2001
Greene, Harold C., 23 Lanark Road	2001
Streitfeld, Mark, 22 Peck Avenue	2001
Fuller, Peter T., 7 Kilsythe Road	2000
Kohl, John T., 8 Lorne Road	2000
Robertson, Raymond J., 41 Wilbur Ave.	2000
Tosi, Robert L., 14 Inverness Road	2000

PRECINCT 21

McGough, James P., 11 West Court Terrace	2002
Phillips, Walter C., 2 Crescent Hill Ave.	2002
Sternbergh, Lynn, 19 Westmoreland Ave.	2002
Abbott, Freeland K., 104 Madison Avenue	2001
Mayer, Leslie A., 131 Crescent Hill Ave.	2001
Seeger, Margaret C., 78 Madison Avenue	2001
Weber, Janice A., 29 Crescent Hill Ave.	2001
Angotti, Michael J., 76 Westmoreland Ave.	2000
Carrigan, Owen R., 85 Sunset Road	2000
Elwell, Ralph E., 21 Montague Street	2000
McCabe, Harry P., 92 Madison Avenue	2000
Scott, Martha I., 90 Alpine Street	2000

TOWN MEETING REPORT

ANNUAL TOWN MEETING

April 26, 1999 – May 19, 1999

Note: The following report of actions taken on Articles contained in the Warrant for the Annual Town Meeting are condensed from the official records and indicate actions that bind the town. For information relating to precise wording of each article, including method of raising money appropriated, the reader is referred to the official records in the Office of the Town Clerk.

Annual Town Meeting

SESSION	DATE	TOWN MEETING MEMBERS		
		TOTAL	PRESENT	PERCENT
1	4/26/99	247	209	85%
2	4/28/99	249	187	75%
3	5/3/99	249	205	82%
4	5/5/99	251	193	77%
5	5/10/99	251	201	80%
6	5/12/99	251	189	75%
7	5/17/99	251	201	80%
*8	5/19/99	251	178	71%
Average				78.13%

*Dissolved

ARTICLE 1

ANNUAL TOWN ELECTION.

March 27, 1999 (Reported under "Voting Results" in this Town Report)

ARTICLE 2

REPORT OF COMMITTEES

VOTED: (RECEIVED): April 26, 1999

ARTICLE 3

APPOINTMENT OF MEASURERS OF WOOD AND BARK

VOTED: UNANIMOUSLY: April 26, 1999

ARTICLE 4

ZONING BYLAW AMENDMENT/TABLE OF USE REGULATIONS

VOTED: STANDING VOTE: (Affirmative 158, Negative 23): April 26, 1999

ARTICLE 5

ZONING BYLAW AMENDMENT/ DIMENSIONAL AND DENSITY REGULATIONS

VOTED: UNANIMOUSLY (QUORUM PRESENT –MORE THAN 85 TOWN MEETING MEMBERS PRESENT AND VOTING): April 26, 1999

ARTICLE 6

ZONING BYLAW AMENDMENT/743-745 MASSACHUSETTS AVENUE I

VOTED: NO ACTION: April 26, 1999

ARTICLE 7

ZONING BYLAW AMENDMENT/743-745 MASSACHUSETTS AVENUE II

VOTED: NO ACTION: April 26, 1999

ARTICLE 8

ESTABLISH COMMITTEE/ZONING BYLAW REVIEW

VOTED: STANDING VOTE: (Affirmative 85, Negative 70): May 12, 1999

ARTICLE 9

ENDORSEMENT OF CDBG APPLICATION

VOTED: UNANIMOUSLY: May 3, 1999

ARTICLE 10

BYLAW AMENDMENT/TOWN OFFICIAL/COMMITTEES

VOTED: UNANIMOUSLY: April 26, 1999

ARTICLE 11

BYLAW AMENDMENT/TIME LIMITS

VOTED: QUORUM PRESENT: April 26, 1999

ARTICLE 12

BYLAW AMENDMENT/TERMINATING DEBATE

VOTED: NO ACTION: April 28, 1999

ARTICLE 13

BYLAW AMENDMENT/TOWN FEES AND CHARGES

VOTED: STANDING VOTE: (Affirmative 108, Negative 56): April 28, 1999

ARTICLE 14

BYLAW AMENDMENT/REGULATION OF MOTOR BOATS ON SPY POND

VOTED: QUORUM PRESENT: April 28, 1999

ARTICLE 15

BYLAW AMENDMENT/USE OF UTILITY POLES IN PUBLIC WAYS

VOTED: NO ACTION: April 28, 1999

ARTICLE 16

BYLAW AMENDMENT/NEWSPAPER BINS

VOTED: QUORUM PRESENT: May 17, 1999

ARTICLE 17

BYLAW AMENDMENT/CONSTRUCTION PROJECTS

VOTED: QUORUM PRESENT: April 28, 1999

ARTICLE 18

BYLAW AMENDMENT/TOBACCO PRODUCTS

VOTED: NO ACTION: April 28, 1999

ARTICLE 19

BYLAW AMENDMENT/TAXICAB ADVERTISING

VOTED: UNANIMOUSLY (NO ACTION): April 28, 1999

ARTICLE 20

BYLAW AMENDMENT/PAINT REMOVAL

VOTED: UNANIMOUSLY: April 28, 1999

ARTICLE 21

PROPANE GAS

VOTED: NO ACTION: April 28, 1999

ARTICLE 22

BYLAW AMENDMENT/RECYCLING PROGRAM

VOTED: QUORUM PRESENT: April 28, 1999

ARTICLE 23

BYLAW AMENDMENT/NOISE LEVELS

VOTED: NO ACTION: April 28, 1999

ARTICLE 24

BYLAW/BUILDING REGULATIONS

VOTED: UNANIMOUSLY: April 28, 1999

ARTICLE 25

NUCLEAR DISARMAMENT

VOTED: DEFEATED (STANDING VOTE: Affirmative 44, Negative 106): May 3, 1999

ARTICLE 26

ESTABLISH COMMITTEE/AFFORDABLE HOUSING
VOTED: UNANIMOUSLY: May 3, 1999

ARTICLE 27

ELECTRICITY NEGOTIATION AUTHORITY
VOTED: QUORUM PRESENT: May 3, 1999

ARTICLE 28

FILING OF LEGISLATION/UNFUNDED PENSION LIABILITY
VOTED: DEFEATED: May 12, 1999

ARTICLE 29

FILING OF LEGISLATION/FINANCING FUTURE NORMAL
PENSION COSTS
VOTED: NO ACTION: May 3, 1999

ARTICLE 30

FILING OF LEGISLATION/FINANCING POST RETIREMENT
HEALTH INSURANCE BENEFITS
**VOTED: STANDING VOTE: (Affirmative 139,
Negative 0): May 12, 1999**

ARTICLE 31

AUTHORITY TO FILE FOR GRANTS
VOTED: UNANIMOUSLY: May 3, 1999

ARTICLE 32

REVOLVING FUNDS
VOTED: UNANIMOUSLY: May 3, 1999

ARTICLE 33

REVOLVING FUND/MEDICARE REIMBURSEMENTS
VOTED: UNANIMOUSLY (NO ACTION): May 3, 1999

ARTICLE 34

REVOLVING FUND/TUITION PAYMENTS
VOTED: UNANIMOUSLY: May 3, 1999

ARTICLE 35

COLLECTIVE BARGAINING/PATROLMEN
VOTED: UNANIMOUSLY (NO ACTION): May 19, 1999

ARTICLE 36

COLLECTIVE BARGAINING/RANKING POLICE OFFICERS
VOTED: UNANIMOUSLY (NO ACTION): May 19, 1999

ARTICLE 37

FUNDING FUTURE COLLECTIVE BARGAINING
VOTED: UNANIMOUSLY: May 19, 1999

ARTICLE 38

APPROPRIATION/PENSION ADJUSTMENT FOR RETIREES
VOTED: UNANIMOUSLY: May 3, 1999

ARTICLE 39

APPROPRIATION/POLICE DETAIL ACCOUNT
VOTED: UNANIMOUSLY (NO ACTION): May 3, 1999

ARTICLE 40

POSITIONS RECLASSIFICATION
VOTED: QUORUM PRESENT: May 3, 1999

ARTICLE 41

APPROPRIATION/TOWN BUDGETS
VOTED: QUORUM PRESENT:
SEE SEPARATE BUDGET SECTION IN THIS ANNUAL
REPORT: May 5, 1999, May 10, 1999

ARTICLE 42

APPROPRIATION/CAPITAL PROJECTS AND DEBT
VOTED: Part 1 – UNANIMOUSLY: May 10, 1999, Part 2 – QUORUM
PRESENT: May 10, 1999, Part 3 – UNANIMOUSLY (MORE THAN 85
TOWN MEETING MEMBERS PRESENT AND VOTING): May 10,
1999, Part 4 and Part 5 – UNANIMOUSLY: May 10, 1999

ARTICLE 43

SENIOR CITIZEN COMMUNITY SERVICE REIMBURSEMENT
VOTED: UNANIMOUSLY (NO ACTION): May 10, 1999

ARTICLE 44

ACCEPTANCE OF LEGISLATION/COMPENSATION FOR
RETIREMENT FUND CUSTODIAN
VOTED: QUORUM PRESENT: May 10, 1999

ARTICLE 45

ACCEPTANCE OF LEGISLATION/COST OF LIVING ADJUSTMENT
FOR NONCONTRIBUTORY RETIREES
VOTED: UNANIMOUSLY: May 17, 1999

ARTICLE 46

ACCEPTANCE OF LEGISLATION/OPTION (C) POP-UP
ALLOWANCE
VOTED: UNANIMOUSLY: May 17, 1999

ARTICLE 47

PERMANENT TOWN BUILDING COMMITTEE REPORTS
VOTED: NO ACTION: May 17, 1999

ARTICLE 48

APPROPRIATION/SOUND LEVEL METER
VOTED: STANDING VOTE: (Affirmative 79, Negative 76): May 17,
1999

ARTICLE 49

UNCLE SAM DAY
VOTED: QUORUM PRESENT: May 17, 1999

ARTICLE 50

LAND ACQUISITION/1291-1299 MASSACHUSETTS AVENUE
VOTED: QUORUM PRESENT: May 17, 1999

ARTICLE 51

APPROPRIATION/PARKS & FIELDS
VOTED: QUORUM PRESENT: May 19, 1999

ARTICLE 52

APPROPRIATION/NESWC
VOTED: QUORUM PRESENT: May 3, 1999

ARTICLE 53

APPROPRIATION/MINUTEMAN REGIONAL VOCATIONAL
TECHNICAL HIGH SCHOOL
VOTED: QUORUM PRESENT: May 10, 1999

ARTICLE 54

APPROPRIATION/COMMITTEES AND COMMISSIONS
VOTED: UNANIMOUSLY: May 10, 1999

ARTICLE 55

APPROPRIATION/TOWN CELEBRATIONS, ETC.
VOTED: UNANIMOUSLY: May 19, 1999

ARTICLE 56

APPROPRIATION/MISCELLANEOUS
VOTED: QUORUM PRESENT: May 19, 1999

ARTICLE 57

APPROPRIATION/HAZARDOUS WASTE

VOTED: UNANIMOUSLY: May 19, 1999

ARTICLE 58

APPROPRIATION/FINANCING OF CONSTRUCTION OR
RECONSTRUCTION OF SEWERS AND SEWERAGE
FACILITIES

VOTED: UNANIMOUSLY: May 19, 1999

ARTICLE 59

APPROPRIATION/FINANCING OF CONSTRUCTION OR
RECONSTRUCTION OF WATER MAINS AND WATER
FACILITIES

VOTED: NO ACTION: May 19, 1999

ARTICLE 60

APPROPRIATION/ELEMENTARY SCHOOLS

VOTED: STANDING VOTE: (Affirmative 156, Negative 2): May
19, 1999

ARTICLE 61

EARLY RETIREMENT

VOTED: UNANIMOUSLY (NO ACTION): May 19, 1999

ARTICLE 62

EDUCATION REFORM

VOTED: UNANIMOUSLY (NO ACTION): May 19, 1999

ARTICLE 63

SPECIAL EDUCATION SCHOOLS

VOTED: UNANIMOUSLY (NO ACTION): May 19, 1999

ARTICLE 64

TRANSFER OF FUNDS/CEMETERY

VOTED: UNANIMOUSLY: May 19, 1999

ARTICLE 65

APPROPRIATION/OVERLAY RESERVE

VOTED: UNANIMOUSLY: May 19, 1999

ARTICLE 66

APPROPRIATION/STABILIZATION FUND

VOTED: UNANIMOUSLY (NO ACTION): May 19, 1999

ARTICLE 67

USE OF FREE CASH

VOTED: UNANIMOUSLY: May 19, 1999

RESOLUTION

RE: ANNIVERSARY OF ARLINGTON ROTARY

ADOPTED: May 10, 1999



❖ TOWN CLERK and ELECTIONS ❖

Town Clerk

Town Clerk	1999	2000
Budget:	\$177,218	\$184,184
Personnel, Full Time:	5	5

The following annual report of the Town Clerk for the year ending December 31, 1999 is herewith submitted in accordance with Section 3 of Article 3, Title I of the Town By-Laws. During 1999, the Annual Election of town offices and the Annual Town Meeting were prepared for and conducted by the Town Clerk's Office.

Since the Secretary of State withdrew his approval of the punch card voting system effective in September of 1998, the new AccuVote System was introduced to the voters at that time and will be used in all future elections. The town has twenty-one AccuVote machines, one for each precinct, and a main counting system located in the Town Clerk's Office. This system consists of paper ballots to be marked by the voters and inserted into the AccuVote machines that automatically tally the votes appearing on the paper ballots. When the polls close, the precinct totals are immediately printed at the precinct, posted, announced and then transferred to the Town Clerk's Office on a memory card, where the precinct totals are accumulated by entering the memory cards into the main counting system. Finally, the complete town results are printed and announced.

Town Meeting Members whose terms were to expire at the Annual Town Election were notified of that fact and of the provision of law, which allows them to become candidates for reelection by giving written notice thereof to the Town Clerk. Nomination papers were issued to candidates for town offices including Town Meeting Members and after being certified by the Registrars of Voters were filed with the Town Clerk. A meeting was held by the Registrars of Voters, as required by law, to draw names for position on the official ballot for the Annual Town Election.

Candidates for town offices, except Town Meeting Members, were notified of the requirements of the law regarding the filing of periodic statements of campaign receipts and expenditures with the Town Clerk's Office. Incumbents and candidates for election during the previous year, who had campaign finance activity, a balance and/or liability, were also notified of the requirements of filing annual reports.

Upon application, absentee ballots were issued for the Annual Town Election. Applications for absentee ballots were automatically sent to all persons who had filed physicians' certificates of permanent physical disability, as required by law. Many residents took advantage of the provision of law which allowed them to vote in person in the Town Clerk's Office prior to the election if they were to be out of town or otherwise unavailable to vote in person at the polls on the day of the election.

The Annual Town Meeting began on April 26, 1999 and continued for eight sessions, dissolving on May 19, 1999. A total of sixty-seven warrant articles and one resolution were acted upon. The first article of the Annual Town Meeting is the Annual Town Election. Meetings were held prior to the Annual Town Meeting to fill vacancies in the town meeting membership (caused by resignation, removal from town, or death) until the next Annual Town Election.

Certificates of all appropriations voted at all town meetings and the provisions for meeting them were sent to the Board of Assessors and the Comptroller as required by law. Certified copies of all votes authorizing indebtedness were sent to the Director of Accounts. The Secretary of the Commonwealth was notified of the acceptance by the Town Meeting of any provisions of the General Laws. In addition, certified copies of all votes passed at all town meetings were sent to the departments affected.

All the amendments to the Town By-Laws and Zoning Bylaws as voted at the Annual Town Meeting were submitted to the Attorney General and were approved within the statutory period provided. They were then advertised for two successive weeks in the local newspaper, as required by law, following which they took effect.

A summary of the Annual Town Meeting appears elsewhere in this Annual Report. A complete record of the actions taken is contained in the Records of Elections and Town Meetings in the Town Clerk's Office.

Births, deaths, and marriages were recorded and copies forwarded to the Secretary of the Commonwealth monthly. Certified copies of these vital statistics and all other documents recorded in the Town Clerk's Office were made available upon request.

A total of 911 dogs were licensed and 481 sporting (conservation) licenses issued by the Town Clerk's Office. In addition, certain licenses granted by the Board of Selectmen were issued. Raffle and bazaar permits and gasoline permit renewals were issued, financing statements, utility pole locations, cemetery deeds, and business certificates were recorded. Decisions of the Zoning Board of Appeals, decisions on requests for Special Permits from the Redevelopment Board, and Amendments to the Traffic Rules and Orders were also placed on file in this office.

The Department of Revenue was notified of all licenses and permits issued and business certificates filed. Street permit, drain layer, blasting and other surety bonds covering contractors were also placed on file in this

❖ TOWN CLERK and ELECTIONS ❖

office. Oaths of office were administered to all elected or appointed town officials and each was given copies of excerpts from the Open Meeting Law and the Conflict of Interest Law. Notices of meetings of all boards, committees, or commissions were publicly posted upon receipt, as required by the Open Meeting Law. Town officials and departments were notified of all legislative acts affecting them.

Fines were collected for citations issued under Section 21D of Chapter 40, General Laws, for violations of the town bylaws. Citations for persons who did not pay the penalties within the required time, twenty-one days, were referred to the Clerk of the District Court of Middlesex for further action.

The total amount collected during the year and deposited with the Town Treasurer was \$57,583.00, a decrease of \$4,924.70 from the previous year. Included in the total was \$7,112.90 for 481 Conservation Licenses and \$6,778.00 for 911 dog licenses.

Sincere appreciation is extended to Stephanie Lucarelli, Florence McGee, Shirley Ramos, and Natalie Ciarcia of the Town Clerk's Office for their continuing commitment to excellence in the performance of their duties.

Fees Collected During 1999

Marriage Intentions	\$4,380.00
Filing Fees	3,085.00
Miscellaneous Certificates	30,765.10
Pole Locations/Misc. Zoning	1,200.00
Renewal of Gasoline Permits	1,397.00
Miscellaneous Books	1,326.00
Miscellaneous Violations	275.00
Duplicate Dog Tags	18.00
Miscellaneous Licenses	1,000.00
Dog Licenses	6,778.00
Conservation Licenses	7,112.90
Municipal Town Fees	246.00
TOTAL	\$57,583.00
Fees to Division of Fisheries & Wildlife	\$6,983.75

Your attention is directed to the following vital statistics of the Town, which are recorded at this time. It should be noted, however, that the summaries of births and deaths are incomplete, inasmuch as records thereof pertaining to Arlington residents are still being received by our office from the cities and towns where these events occurred.

VITAL STATISTICS

Births	497
Deaths	481
Marriages	292

Registrars of Voters

Registrar of Voters	1999	2000
Budget:	\$85,286	\$88,387
Personnel, Full Time:	2	2
Board Members (including Town Clerk):	4	4

As mandated by law, a combined Annual Town and School Census was conducted during the months of January and February, 1999. The census was conducted entirely by mail, with computer-preprinted forms sent to each household in Arlington requesting that information contained therein be confirmed or corrected. The census forms contained the names of all persons residing in Arlington. Once returned to the Registrars' Office, all census and voter information was entered and continually updated in the town's computer base by the staff of the Registrars' Office.

A list of persons from birth to twenty-one years of age was transmitted to the School Committee. The Jury Commissioner obtained juror information directly from the Massachusetts Voter Registration Information System from data entered into the system by this office. The Annual True List of Persons, seventeen years of age and over, was published as required by law. In accordance with the True List information that had been presented, 4,152 notices were sent by first-class mail, as required by law, to persons whose names were to be removed from

❖ TOWN CLERK and ELECTIONS ❖

the voting list because they had not been reported as residing in Arlington on January 1, 1999. Those who proved residence were reinstated. The total number of registered voters upon completion of the revision of the voting list was 27,760, including 13,781 enrolled Democrats, 2,879 enrolled Republicans, 72 enrolled Libertarians, and 10,973 unenrolled voters. In addition to the voters enrolled in the three political parties and those who were unenrolled the following number of voters were enrolled in these legal political designations: 1 – New World Council, 9 – Reform Party, 6 – Rainbow Coalition, 5 – Green Party USA, 1 – Massachusetts Green Party, 4 – Socialist, and 28 – Interdependent 3rd Party. The following designation had 1 enrollee: Natural Law Party. The following designations had no enrollees: Conservative Party, We the People, New Alliance Party, and Prohibition Party. Voters who enroll in a political designation may not vote in any state or presidential primary. Cards were mailed to voters acknowledging receipt of change or cancellation of political party enrollments received during the year by this office.

Throughout the year, daily sessions for registration of voters were held during regular business hours in the Office of the Town Clerk. A special session was also held until 8:00 P.M. on the last day to register voters for the Annual Town Election.

The provisions of the so-called "Motor Voter Law" permitted mail-in voter registration and eliminated the requirement that special evening and Saturday sessions for the registration of voters be held except for the final day prior to the deadline for registration for primaries and elections. Special forms for mail-in voter registration were made available at various locations throughout Arlington and all other cities and towns in the state. In addition, persons were allowed to fill out voter registration affidavits at public offices throughout Massachusetts such as the Registry of Motor Vehicles, Social Security, Welfare, Medicaid, Food Stamps, Military Recruitment Offices, and other State and Federal departmental offices. These affidavits were forwarded through the computer or by mail to the Registrars of Voters or Election Commissioners of the voters' places of residence.

As required by law, acknowledgment forms were forwarded to 2,231 persons who registered to vote at special locations, or mailed in registration affidavits, notifying them of their precincts and voting places.

The board certified 7,346 voter signatures appearing on nomination papers filed by or on behalf of candidates seeking offices at the Annual Town Election, petitions for referenda to be placed on the 2000 State Election ballot, petitions for articles to be inserted in the warrant for the 1999 Annual Town Meeting, and 453 applications for absentee ballots for the Annual Town Election. After nomination papers for the Annual Town Election had been certified by the Registrars of Voters and filed with the Town Clerk, the Registrars of Voters held a meeting to draw names for the order of position on the official ballot for the election, as required by law.

During the year, the information contained on approximately 20,000 census forms of residents of the town on January 1 was transferred to their individual master cards. These cards provide a complete official record of residence for all persons seventeen years of age or older from the time they first become residents of the town. From such information certificates of residence are issued daily to establish eligibility for attendance at state and regional schools, colleges and universities, receipt of old age assistance, veterans' services, social security, employment in state or federal civil service, and for many other purposes.

Registered Voters' Certificates were issued throughout the year from the board's records for identification purposes and for proof of citizenship.

During the Annual Town Election, the Registrars of Voters were in session throughout the entire time the polls were open to assist voters who had questions relating to registration, name and/or address changes, precincts, polling places, and other problems arising during that time. After the polls closed, the Registrars assisted in the tabulation of the ballots until the final results were announced.

Sincere appreciation is extended to June Walsh and Janice Weber, Assistant Registrars of Voters, for their loyal and conscientious performance throughout the year.

❖ TOWN CLERK and ELECTIONS ❖

VOTING RESULTS

ARLINGTON ANNUAL TOWN ELECTION, March 27, 1999

Precinct	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	Total
Total Ballots Cast	269	402	296	314	339	318	344	461	429	544	451	679	474	362	420	448	194	433	475	343	357	8,352

Town Clerk for Three Years (1)

Precinct	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	Total
*Corinne M. Rainville	200	299	236	234	280	254	264	316	335	394	366	519	370	263	320	335	155	313	368	255	275	6,351
All Others	4	3	3	2	0	1	4	1	4	7	3	6	3	3	2	4	3	2	1	1	3	60
Blanks	65	100	57	78	59	63	76	144	90	143	82	154	101	96	98	109	36	118	106	87	79	1,941

Town Treasurer for Three Years (1)

Precinct	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	Total
*John J. Bilafer	198	291	222	228	274	240	253	309	315	369	350	493	351	260	288	326	150	301	347	239	281	6,085
All Others	4	3	1	1	1	0	2	2	7	11	5	5	3	5	2	4	1	4	3	2	2	68
Blanks	67	108	73	85	64	78	89	150	107	164	96	181	120	97	130	118	43	128	125	102	74	2,199

Selectmen for Three Years (2)

Precinct	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	Total
*Charles Lyons	113	223	143	133	199	162	171	311	265	318	302	415	278	211	238	286	113	302	251	199	204	4,837
*Diane M. Mahon	191	229	191	224	195	200	250	165	237	276	182	367	214	217	237	212	113	188	295	188	206	4,577
Stephen J. Gilligan	101	198	125	126	126	178	125	316	197	312	279	373	292	154	195	253	91	241	232	182	179	4,275
All Others	1	1	3	1	2	0	2	3	4	4	1	4	0	0	5	4	1	6	0	0	1	43
Blanks	132	153	130	144	156	96	140	127	155	178	138	199	164	142	165	141	70	129	172	117	124	2,972

Assessor for Three Years (1)

Precinct	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	Total
*Maurice H. O'Connell	185	269	214	221	262	235	246	271	321	362	337	448	352	251	299	307	150	290	329	227	248	5,824
All Others	1	1	1	0	1	0	2	3	2	2	2	5	0	3	2	4	1	3	3	1	1	38
Blanks	83	132	81	93	76	83	96	187	106	180	112	226	122	108	119	137	43	140	143	115	108	2,490

School Committee for Three Years (3)

Precinct	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	Total
George Pindes	83	206	132	171	110	120	121	83	109	131	140	153	133	91	133	123	67	125	138	103	106	2,578
*Martin Thrope	67	151	117	98	118	134	114	307	178	304	239	429	234	193	188	234	83	226	214	155	158	3,941
Kenneth W. Hughes	107	115	82	95	206	128	184	48	189	149	155	158	159	99	161	135	77	133	165	99	122	2,766
*Barbara C. Goodman	104	181	163	139	128	159	144	316	198	329	266	442	279	215	207	260	108	258	284	195	208	4,583
Lyman G. Judd, Jr.	42	37	44	46	51	47	73	37	74	53	42	53	68	41	60	59	26	50	59	52	44	1,058
*Joani LaMachia	78	131	107	108	71	109	102	286	142	290	182	383	191	160	170	175	69	178	211	156	151	3,450
Stuart P. Cleinman	99	68	44	63	61	61	50	75	70	77	67	85	53	33	84	81	27	70	92	53	59	1,372
All Others	0	0	1	0	1	1	3	3	0	3	1	3	1	0	1	4	2	3	2	0	1	30
Blanks	227	317	198	222	271	195	241	228	327	296	261	331	304	254	256	273	123	256	260	216	222	5,278

Arlington Housing Authority for Five Years (1)

Precinct	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	Total
*John J. Griffin	184	274	212	225	265	235	245	267	330	363	328	469	334	243	290	304	153	301	328	237	256	5,843
All Others	1	1	1	2	1	0	1	3	3	2	0	2	2	1	2	2	1	2	4	1	1	33
Blanks	84	127	83	87	73	83	98	191	96	179	123	208	138	118	128	142	40	130	143	105	100	2,476

*Elected

TOWN MEETING MEMBERS

PRECINCT ONE –THREE YEARS (4)

*John G. Kneeland, Jr., 100 Decatur Street.....	170
*Kevin M. Mills, 28 Mystic Valley Parkway.....	152
*Chris K. Barry-Smith, 37 Silk Street.....	139
*Elizabeth McGaffigan, 32 Silk Street.....	2
All Others.....	4
Blanks.....	609

PRECINCT ONE – TWO YEARS (1)

(to fill vacancy)	
*Martin W. Cuddy, 6 Patrick Street.....	2
All Others.....	19
Blanks.....	248

PRECINCT TWO – THREE YEARS (4)

*Elsie C. Fiore, 58 Mott Street.....	272
*Joseph P. Carabello, Jr., 156 Lake Street.....	268
*William A. Carey, Jr., 155 Lake Street.....	266
*Mark W. McCabe, 4 Dorothy Road.....	271
All Others.....	4
Blanks.....	527

PRECINCT THREE – THREE YEARS (4)

*Charles J. Simas, 42 Oxford Street.....	170
*Allan Tosti, 38 Teel Street.....	189
*Jean M. Griffin, 42 Oxford Street.....	182
*Russell J. Bartash, 21 Cottage Avenue.....	2
All Others.....	11
Blanks.....	630

PRECINCT THREE – TWO YEARS (1)

(to fill vacancy)	
*Melissa A. Haussman, 38 Marathon Street.....	213
All Others.....	6
Blanks.....	77

PRECINCT FOUR – THREE YEARS (4)

*Joseph M. Marshall, 74 Varum Street.....	207
*George Laite, 25 Lafayette Street.....	239
*Patricia A. Costa, 82 Milton Street.....	2
*Janet L. Groat, 31 Varum Street.....	2
All Others.....	14
Blanks.....	792

PRECINCT FIVE – THREE YEARS (4)

*Mary M. Dodge, 38 Beacon Street.....	238
*Patricia A. Egan, 132 Webster Street.....	228
*Jodi B. Wallo, 34 Dartmouth Street.....	196
*Mary C. Gilmore, 33 Beacon Street.....	2
All Others.....	2
Blanks.....	690

PRECINCT FIVE – ONE YEAR (2)

(to fill vacancies)	
*Douglas D. Walton, 31 Bowdoin Street.....	2
All Others.....	8
Blanks.....	668

PRECINCT SIX – THREE YEARS (4)

*Carol Hauser, 25 Linwood Street.....	241
*Emelio J. Rosselli, 14 Lake Street.....	197
*Susan Rock Tully, 15 Chandler Street.....	169
*Joseph C. Tully, 15 Chandler Street.....	148
Helen Morookian Krikorian, 47 Lake Street.....	125
All Others.....	2
Blanks.....	390

PRECINCT SEVEN – THREE YEARS (4)

*Lyman G. Judd, Jr., 79 Harlow Street.....	212
*Margaret E. Tobin, 70 Harlow Street.....	229
*Walter R. Smith, 19 Tufts Street.....	205
*William J. Kennedy, 18 Webster Street.....	240
All Others.....	5
Blanks.....	485

PRECINCT EIGHT – THREE YEARS (4)

*Charles T. Foksett, 101 Brantwood Road.....	307
*Bernice K. Jones, 21 Kensington Road.....	289
*William R. Berkowitz, 12 Pelham Terrace.....	314
*Judith T. Bohn, 38 Academy Street.....	327
All Others.....	13
Blanks.....	594

PRECINCT NINE – THREE YEARS (4)

*Alexandra Candelas, 4 Water Street.....	265
*Pauline Y. Hallee, 47 Maynard Street.....	283
*Paul Goldmuntz, 19 Mystic Lake Drive.....	245
*William F. Towle, 22 Franklin Street.....	263
All Others.....	6
Blanks.....	654

PRECINCT TEN – THREE YEARS (4)

*Peter B. Howard, 12 Woodland Street.....	358
*William E. Shea, 9 Lincoln Street.....	358
*Jane L. Howard, 12 Woodland Street.....	365
*Thomas H. Miller, 7 Bellevue Road.....	351
All Others.....	9
Blanks.....	735

PRECINCT ELEVEN – THREE YEARS (4)

*Robert E. Greeley, 38 Edgehill Road.....	349
*Barry Faulkner, 38 Kimball Road.....	319
*Daniel J. Sheehan, 23 Victoria Road.....	289
*Joyce H. Radochia, 45 Columbia Road.....	7
All Others.....	12
Blanks.....	828

PRECINCT ELEVEN – ONE YEAR (1)

(to fill vacancy)	
All Others.....	24
Blanks.....	427

PRECINCT TWELVE – THREE YEARS (4)

*Robert J. Jefferson, 27 Park Circle.....	471
*Tom Dumyahn, 8 Fountain Road.....	440
*Janice Anzalone Bakey, 15 Fountain Road.....	61
*William H. Taber, 23 Buena Vista Road.....	40
All Others.....	72
Blanks.....	1,632

PRECINCT THIRTEEN – THREE YEARS (4)

*Stephen J. Gilligan, 77 Falmouth Road	361
*Lori Talanian, 45 Oldham Road	286
*John J. Deyst, Jr., 26 Upland Road West	303
*Mary A. Deyst, 26 Upland Road West	312
All Others	5
Blanks	629

PRECINCT THIRTEEN – TWO YEARS (1)

(to fill vacancy)

*Fay Hom Lee, 35 Melvin Road	330
All Others	2
Blanks	142

PRECINCT FOURTEEN – THREE YEARS (4)

*John T. Canaday, 48 Menotomy Road	224
*Robert G. Hillis, 17 Mount Vernon Street	214
*Kevin L. McCarthy, 251 Gray Street	231
*Julie McDaniel, 9 Walnut Terrace	2
All Others	13
Blanks	764

PRECINCT FOURTEEN – ONE YEAR (1)

(to fill vacancy)

*Susan Wyly-Jones, 20 Walnut Terrace	254
All Others	3
Blanks	105

PRECINCT FIFTEEN – THREE YEARS (4)

*Howard B. Winkler, 10 Sleepy Hollow Lane	287
*Nathan S. Turner, 68 Dickson Avenue	287
All Others	31
Blanks	1,075

PRECINCT SIXTEEN – THREE YEARS (4)

*Robert K. Garrity, 275 Park Avenue	307
*Alan H. Bronstein, 231 Appleton Street	267
*David B. Curren, 251 Wachusett Avenue	294
*Kathleen G. Colwell, 60 Claremont Avenue	12
All Others	24
Blanks	888

PRECINCT SIXTEEN – TWO YEARS (1)

(to fill vacancy)

*Jean L. Finochetti, 177 Wachusett Avenue	4
All Others	45
Blanks	399

PRECINCT SEVENTEEN – THREE YEARS (4)

Lori A. Murray, 11 Brattle Street	92
*Joan L. Banks, 65 Brattle Street	138
*Frederick J. Sennott, Jr., 10 Brattle Street	101
*Joseph S. Daly, 11 Old Colony Lane	124
*John R. Leonard, 1 Viking Court	97
All Others	3
Blanks	221

PRECINCT EIGHTEEN – THREE YEARS (4)

*Mary I. Ronan, 1 Brewster Road	301
*Edward J. Campbell, 77 Hathaway Circle	280
*Kevin F. Greeley, 36 Hathaway Circle	320
*Harry Barber, 12 Shelley Road	272
All Others	6
Blanks	553

PRECINCT NINETEEN – THREE YEARS (4)

*Patricia M. Deal, 9 Ronald Road	329
*Matthew W. Phelps, 34 Reed Street	315
*Linda K. Olsen, 89 Wright Street	352
*John R. Murray, 34 Thesda Street	35
All Others	24
Blanks	845

PRECINCT TWENTY – THREE YEARS (4)

*Nora J. Mann, 45 Wollaston Avenue	228
*Meghan S. Phillips, 30 Surry Road	208
*Robert L. Tosi, Jr., 14 Inverness Road	233
*Robert J. Coffey, 35 Dundee Road	205
All Others	4
Blanks	494

PRECINCT TWENTY-ONE – THREE YEARS (4)

*James P. McGough, 11 West Court Terrace	232
*Lynn Sternbergh, 19 Westmoreland Avenue	239
*Walter C. Phillips, 2 Crescent Hill Avenue	224
*Suzanne W. Lijek, 96 Westmoreland Avenue	236
Blanks	497

*Elected



Town Officials and Committees as of December 31, 1999

Elected by Arlington's Citizens

Board of Selectmen

	Term
John W. Hurd, Chair, 28 Colonial Drive	2000
Kathleen Kiely Dias, Vice Chair, 26 Addison St.	2000
Charles Lyons, 82 Hathaway Circle	2002
Kevin F. Greeley, 36 Hathaway Circle	2001
Diane M. Mahon, 23 Howard Street	2002

Moderator

John L. Worden III, 27 Jason Street	2001
-------------------------------------	------

Town Clerk

Corinne M. Rainville, 745 Summer Street	2002
---	------

Town Treasurer

John J. Bilafer, 15 Victoria Road	2002
-----------------------------------	------

Board of Assessors

Kevin P. Feeley, Chair, 25 Baker Road	2000
James F. Doherty, 6 Highland Avenue	2001
Maurice H. O'Connell, 2 Old Colony Road	2002

School Committee

Denis Sullivan, Chair, 21 Jean Road	2000
David W. McKenna, 77 Sunset Road	2000
William A. Carey, Jr., 155 Lake Street	2001
Michael Healy, 1 Hodge Road	2001
Barbara C. Goodman, 31 Walnut Street	2002
Joani LaMachia, 6 Shawnee Road	2002
Martin Thrope, 348 Gray Street	2002

Arlington Housing Authority

John Griffin, Chair, 21 Peirce Street	2004
Freeland Abbott, 104 Madison Avenue	2000
*Patricia B. Worden, 27 Jason Street	2001
Thomas Yewcic, 31 Cherokee Road	2001
Richard B. Murray, 38 Marion Road	2003

*Appointed by Governor

Appointed by Town Moderator

Finance Committee**

Name (Precinct)

Allan Tosti, Chair (3)	2000
Richard C. Fanning, Vice Chair (15)	2000
Charles T. Foskett, Vice Chair (8)	2001
Abigail DuBois, Vice Chair (5)	2002
Peter B. Howard, Secretary (10)	2002

Finance Committee – continued

Sidney Feinleib (6)	2000
Mary M. Franclemont (9)	2000
Kenneth J. Simmons (12)	2000
Paul E. Olsen (19)	2000
John Mahoney (21)	2000
Stephen W. Decourcey (2)	2001
Peter Villandry (7)	2001
George Kocur (11)	2001
John J. Deyst, Jr. (13)	2001
Johanna Gurland (14)	2001
Mary I. Ronan (18)	2001
Erin Phelps (1)	2002
Robert P. Scoppettuolo (4)	2002
Daniel M. O'Neill (16)	2002
Zavan A. Mazmanian (17)	2002
Robert L. Tosi, Jr. (20)	2002

**Appointed by the Town Moderator, Chairman of the Finance Committee, and the Board of Trust Fund Commissioners.

Minuteman Regional High School Committee Representative

Paul Schlichtman

Senior Citizen Tax Rebate Program

Harry Barber, 12 Shelley Road
Elsie C. Fiore, 58 Mott Street
Nancy G. Higgins, 86 High Haith Road
Lynne McCluskey, Two Memorial Way

Bylaw Recodification Study Committee

John T. Kohl, 9 Lorne Road
John F. Maher, Town Counsel
Diane M. Mahon, 23 Howard Street
Kevin O'Brien, Asst. Director, Planning and
Community Development
John L. Worden III, 27 Jason Street

Infrastructure Working Group

Donald R. Marquis, Town Manager
Alan McClennen, Jr., Planning Director
Richard B. Murray, Selectmen
Janice A. Bakey, School Committee
John J. Bilafer, Town Treasurer
Charles Foskett, Capital Planning Committee
Allan Tosti, Finance Committee
Charles Lyons, Selectmen
Carolyn Simmons, School Committee
William Shea, Permanent Town Building Committee

Arlington Recycling Committee

Margaret Seeger, Chair
 Freeland Abbott
 Peter Allison
 Beverly Brinkerhoff
 Eric Friedman
 Susan Marceau-Kolb
 Marshall Otter
 Carolyn Parsons
 Angela Taylor
 Susan Wyly-Jones
 Ruth Yannetti

Town Meeting Procedures Committee

	Term
Richard S. Phelps	1999
Owen R. Carrigan	2000
Howard B. Winkler	2001
John L. Worden III	2001

Telecommunications Committee

Freeland K. Abbott
 Roland E. Chaput
 John A. FitzMaurice
 Bernice K. Jones
 Philip J. McCarthy
 Alan McClennen, Jr.
 Jodi B. Wallo

Noise Abatement Study Committee

Roger Barnaby
 Frank J. Ciano
 Tom Dumyahn
 John A. FitzMaurice
 John R. Leonard
 Stephen J. Paulino
 Marie T. Walsh

Zoning Bylaw Review Committee

Freeland K. Abbott, Chair
 Peter J. Fiore
 Robert Fredieu
 John D. Leone
 Nora Mann
 Alan McClennen, Jr.
 Pamela Meister
 Ronald Nigro
 Steven H. O'Riordan
 John L. Worden III

Appointed by the Board of Selectmen

Town Manager	Term
Donald R. Marquis	2000

Comptroller & Coordinator of Data Processing

A.L. Minervini, Jr.	2001
---------------------	------

Board Administrator

Caryn E. Cove

Arlington Arts Council

Cheryl Hemenway	2000
David Silverman	2000
Robin Thompson	2000
Toby Goldberg	2001
Lisbeth Kamborian	2001
Carol Mahoney	2001
Kathleen Phelps	2001
Eleanor Cass	2002
Lynn Korenbaum	2002
Robert Zinck	2002
Nancy Crasco, Associate	
Jane Howard, Associate	
Phyllis Spence, Associate	

Zoning Board of Appeals

Mary Winstanley O'Connor, Chair	2002
Joseph F. Tulimieri	2001
Patrick D. Dignan	2003
Marshall K. Audin, Associate	2000
Susan M. McShane, Associate	2002
Stephen P. Reynolds, Associate	2002
Theresa Stremlau, Associate	2002

Board of Registrars of Voters

William P. Forristall, Chair	2002
Florence McGee	2000
Frederick J. Sennott, Jr.	2001
Corinne M. Rainville	2002

Historic District Commissions

Beth Cohen, Chair	2000
Michael Logan, Vice Chair	2002
John L. Worden III, Secretary	2000
Len Kuhn	2000
Lynn Stembergh	2000
Mary Trvalik	2000
Andrea Alberg	2001
Jane Drake Piechota	2001
Robert Botterio	2002
Martha Donoghue, Executive Secretary	

Arlington Preservation Fund

John L. Worden III, President
Charlene Lemnios, Secretary
Harold Goldsmith, Treasurer
Thomas Wray Falwell
Andrew Fischer
Clark L. Griffith
Violet B. Harp
Gayle C. Kiely
Alan McClennen, Jr.
Daniel A. Xenos

Fair Housing Advisory Committee

Nick Minton, Chair
Julia Acquaah-Harrison
Loretta Chiasson-Tkacs
Carol Forbes
Stephen J. Gilligan
Wilson Henderson
Anita Howard
Franklin W. Hurd, Jr.
Adele Kraus
Muriel Ladenburg
Timothy Lordan
Marcie Manos
Pearl Morrison

Public Memorial Committee

Al Salipante, Chair
Franklin W. Hurd, Jr.
Wilfred St. Martin
Barbara Weber

Cyrus Dallin Art Museum Board of Trustees

Richard Bowler	2000
Mark Hruby	2000
Linda K. Olsen	2000
David Formanek	2001
Nora Ann Frank	2001
Geraldine Tremblay	2001

Appointed by the Town Manager

Town Manager's Office

Nancy T. Galkowski,
Deputy Town Manager
Teresa H. DeBenedictis,
Assistant Town Manager/Purchasing Agent

Legal

John F. Maher, Town Counsel
Edward M. Marlenga, Benefits Attorney/ Workers'
Compensation Agent

Planning and Community Development

Alan McClennen, Jr., Director

Community Safety

Frederick Ryan, Director of Police Services
Richard J. Maimone, Director of Fire Services

Libraries

Maryellen Remmert-Loud, Director

Public Works

Richard A. Bento, Director

Human Services

Patsy Kraemer, Administrator

Personnel/Affirmative Action

John D. Dunlap, Director

Council on Aging

John Jope, Executive Secretary

Veterans' Services

John Collins, Agent

Public Health

Marie Walsh, Director

Weights and Measures

Joseph Carabello, Sealer/Health Compliance Officer

Recreation Division

Deborah Hayes, Superintendent

Veterans' Memorial Sports Center

Robert McKeown, Manager

Appointed by the Town Manager subject to the approval of the Board of Selectmen

Redevelopment Board

Nora Mann, Chair	2000
Edward T. M. Tsoi	1995
Barry Faulkner	2000
Roland E. Chaput	2001
*John A. FitzMaurice	2002
*Appointed by the Governor	

Board of Health

Carole E. Allen, M.D., Chair	2002
Gregory Leonardos	2000
William Mark Fingerle	2002

Board of Library Trustees

David Castiglioni	1994
Joyce H. Radochia	1995
Barbara Muldoon	1996
Patricia Deal	1999
Susan Cronin Ruderman	2001
Katharine Lawrence	2002

Park and Recreation Commission

Donald Vitters, Chair	2000
Joseph P. Carabello	2000
Bernice Jones	2000
Joseph G. Keeffe, Jr.	2000
Mary E. Tegan	2001

Board of Youth Services

Larry Greco, Chair	2002
John E. Bowler	2000
James Long	2000
Joan Robbio	2000
Mary Deyst	2001
Donna Dolan	2001
Rev. Ronald Ramsey	2001
Jean Donahue	2002
Carlene Newell	2002
Elaine Shea	2002
Dorothy Williams	2002
Patsy Kraemer, ex-officio	
David McKenna, ex-officio	
Elizabeth Oppedisano, ex-officio	

Affirmative Action Advisory Committee

Augusta Haydock, Chair	
Barbara Boltz	
Jack Jones	
Elaine MacLachlan	
Adrienne McClure	
Howard B. Winkler	
Dr. Franz J. Browne, Ex Officio	

Personnel Board

Cynthia Gallagher, Chair	2002
Richard Terry	2000

Historical Commission

Robert J. Botterio, Chair	2001
Beth F. Cohen	2000
Patrick B. Guthrie	2000
Pamela Meister	2000
Jane Becker	2001
JoAnne Robinson	2001
A. Michael Ruderman	2001

Council on Aging

Alex L. Moschella, Chair	2000
Richard Murray	2000
Mildred M. Hurd	2001
Kathleen D. McMahon	2001
Janelle Kennedy Slobodkin	2001
Harry Barber	2002
Mary Dodge	2002
Harry P. McCabe	2002
Philip A. Mercandetti	2002

Conservation Commission

Susan Brent, Chair	2002
Corinna Beckwith	2000
Stephen Mattingly	2000
Judith Hodges	2001
Nathaniel Stevens	2001
Geraldine Tremblay	2001
Timothy Sullivan	2002
Ann Harrer, Conservation Administrator	

Board of Cemetery Commissioners

Robert W. Totten, Chair	1998
Bernard J. Smith	2000
Edward W. Murphy	2002

Board of Trust Fund Commissioners

Timothy F. Lordan, Chair	2002
Donald Reenstierna	2001
Ronald Nigro	2002

Constables

Richard Boyle, 1 Mott Street	2002
Vincent A. Natale, Jr., 215 Forest Street	2002

Commission on Disability

Thomas Boudreau, Chair	2001
Lin Baker	2000
Julia Devlin	2000
Larry Goldberg	2001
Barbara Cutler, Ed. D.	2002
Joseph D. Giurleo	2002
Barbara Jones	2002
Dr. Louis Krodel	2002
Alan McClennen, Jr.	2002

Open Space Committee

Susan Brent	2000
Barry Faulkner	2000
Bernice Jones	2000
Karsten Hartel	2001
Patsy Kraemer	2001
Ann LeRoy	2001
Alan McClennen, Jr.	2001
Mark Shea	2001
Roland Chaput	2002
Oakes Plimpton	2002

Various Appointing Authorities**Capital Planning Committee**

Charles T. Foskett, Chair
 Stephen J. Andrew
 John J. Bilafer
 John Britt
 John A. FitzMaurice
 Nancy T. Galkowski
 Anthony T. Lionetta
 A.L. Minervini Jr.
 Barbara Thornton

Human Rights Commission

Sheri A. Baron, Chair
 Christine C. Carney, Vice Chair
 Marlissa Briggett
 Christine Deshler
 Esther Kingston-Mann
 Christopher Kita
 Susan P. McHugh
 A. Nick Minton
 Roger Rosen
 William Shea
 Nancy Sweeney
 James Webster

Permanent Town Building Committee

William Shea, Chair
 Richard A. Bento
 Thomas Caccavaro
 John Cole
 Kay Donovan
 Robert A. Juusola
 Donald R. Marquis
 Charles Stretton
 Martin Thrope

Town of Arlington Scholarship Fund

John J. Bilafer
 Sister Catherine Clifford
 Sister Elizabeth DiTolla
 Peter J. Fiore
 Dr. Ronald Fitzgerald
 Barbara Gorman
 Charles J. McCarthy, Jr.
 Janice Shaw

Symmes Hospital Committee

Charles Lyons
 Joan M. Martin
 Alan McClennen, Jr.
 Evelyn Smith DeMille
 Margaret Spengler

Vision 2020 Standing Committee

Jane L. Howard, Co-chair
 Alan McClennen, Jr., Co-chair
 Byron Alex
 Eugene Benson
 Kathleen Dias
 Kathleen Donovan
 Abigail DuBois
 Andrew Fischer
 William Hartigan
 Nora Mann
 Peter Manning
 Donald R. Marquis
 Cheryl Miller
 Angela Olszewski
 William Shea
 Edward Starr
 Martin Thrope
 Patricia Watson
 John L. Worden III

Millennium Celebration Committee

Dennis J. Ahearn
 Andrea Alberg
 Joan L. Banks
 Sheri A. Baron
 John J. Bilafer
 William A. Carey Jr.
 Roland E. Chaput
 Mary A. Deyst
 Nancy M. Gilligan
 John W. Hurd
 John R. Leonard
 Joseph M. Marshall, Jr.
 Peter V. Villandry
 Janice A. Weber
 John L. Worden III

Traffic Signals Committee

Alan Chachich
 Alan McClennen, Jr.
 Frederick Ryan

Affordable Housing Task Force

Kevin P. Feeley
 Diane Harrington
 Timothy Lordan
 Charles Lyons
 Nora Mann
 Neal J. Mongold
 Peter A. Nicol
 Andrew Randolph
 Eric Stange
 Patricia B. Worden

TOWN OF ARLINGTON TELEPHONE REFERENCE GUIDE

To Reach All Town Offices: 781-316-3000

Office	Extension
Assessors	3050
Cemetery	641-5483
Civil Defense	643-4000
Clerk	3070
Comptroller	3330
Consumer Affairs	3408
Council on Aging	3400
TDD Phone	648-8130
Council on Alcohol Education	3252
Data Processing	3340
Engineering	3320
Fair Housing	3140
Fire (Non-Emergency)	3800
Fire Prevention	3803
Health	3170
Human Rights	3250
Human Services	3250
Inspections	3390
Legal	3150
Libraries	3200
(Nights and Weekends call 316-3200)	
Fox Library	316-3198
Parking Clerk	3044
Personnel	3120
Planning & Community Development	3090
Police (Non-Emergency)	643-1212
Public Works:	
Administration at Town Hall	3100
Town Yard at Grove Street	3300
(Nights and Weekends call 316-3301)	
(Water/Sewer Nights/Weekends	call 316-3301)
Recreation	3880
Redevelopment Board	3090
Registrars of Voters	3070
Sealer of Weights & Measures	3255
Selectmen	3020
Town Manager	3010
Treasurer/Tax Collector	3030
Veterans' Services	3166
Zoning Board of Appeals	3396

ARLINGTON PUBLIC SCHOOLS 869 MASSACHUSETTS AVENUE

To Reach All School Offices: 781-316-3500

NO SCHOOL ANNOUNCEMENTS: Broadcast on WBZ (1030), WEEI (850), and WCVB-TV (Channel 5). Fire Whistle sounds at 6:30 A.M. for No School at Junior and Senior High Schools, at 7:45 A.M. for No School at the Elementary Schools.

STATE AND FEDERAL LEGISLATORS

Senator Robert Havern (4th Middlesex District) Room 513, State House Boston, MA 02133	617-722-1432
Representative Jim Marzilli (25th Middlesex District) Room 443, State House Boston, MA 02133	617-722-2460
Representative Anne Paulsen (26th Middlesex District) Room 23, State House Boston, MA 02133	617-722-2140
Senator Edward M. Kennedy 2400 J.F.K. Building Boston, MA 02203	617-565-3170
Senator John F. Kerry 1 Bowdoin Square 10th Floor Boston, MA 02114	617-565-8519
Representative Edward J. Markey 5 High Street, Suite 101 Medford, MA 02155	781-396-2900

OTHER PUBLIC SERVICES

Arlington Advocate	643-7900
Arlington Boys and Girls Club	648-1617
Arlington Chamber of Commerce	643-4600
Arlington Historical Society	648-4300
Arlington Housing Authority	646-3400
Arlington Senior Center	316-3421
Boston Edison (Emergency)	617-375-6667
Boston Gas (Leaks)	1-800-231-5325
Center for Mental Health	646-7300
MediaOne	1-888-633-4266
Jason Russell House/Smith Museum	648-4300
Logan International Airport (Public Info)	617-561-1800
Mass. Bay Transit Authority (Route Info)	617-722-3200
Mass. Water Resources Authority (24 Hour Emergency)	617-727-5274
Middlesex County Offices	617-494-4000
Minuteman Regional High School	861-6500
Post Office (Arlington Center)	648-1940
RCN	316-8888
Registry of Motor Vehicles	617-351-4500
Veterans' Memorial Skating Rink	643-4800
Visiting Nurse and Community Health	643-6090
Whittemore Robbins House	316-3260
Youth Consultation Center	316-3255

INCORPORATION The Town of Arlington was originally settled in 1635 as a village under the name Menotomy. In 1807, the Town and a section of what is now Belmont were set off from Cambridge and incorporated as West Cambridge. In 1867, the name was changed to Arlington in honor of the heroes buried at Arlington National Cemetery in Arlington, Virginia.

POPULATION

1970 (Federal Census)	52,720
1975 (State Census)	50,223
1980 (Federal Census)	48,219
1985 (State Census)	46,465
1990 (Federal Census)	44,630

LOCATION Arlington is situated six miles northwest of Boston, in latitude 42 degrees 25 minutes north, longitude 71 degrees 09 minutes west. The Town is bordered on the north by Winchester, on the east by Medford and Somerville, on the south by Cambridge and Belmont and on the west by Lexington.

ELEVATION The Town elevation above mean tide ranges from a low of 4 feet to high of 377 feet. Elevations include 10 feet at Massachusetts Avenue and the Cambridge line, 48 feet at Massachusetts Avenue and Pleasant Street, 155 feet at Massachusetts Avenue and Park Avenue, 281 feet at Crescent Hill Avenue and Park Place, and 377 feet at Park Circle and Eastern Avenue.

AREA Arlington covers 3,517.5 acres or 5.5 square miles of which 286.2 acres are covered by water. There are 158.27 acres of parkland owned by the Town and 52.25 acres under the control of the Metropolitan District Commission. Just over fifty-one acres of the land area are devoted to cemeteries.

FORM OF GOVERNMENT The Town of Arlington is governed by the "Town Manager Act of the Town of Arlington, Massachusetts", the "By-Laws of the Town of Arlington", and Massachusetts General Laws Chapter 43A, "Standard Form of Representative Town Meeting Government". The executive branch is made up of a five-member Board of Selectmen elected at large. The Board hires a professional manager to administer the daily operations of the government. The legislative branch is a Town Meeting made up of 252 representatives, elected from each of the twenty-one precincts in Town. Arlington is also a member of the 7th Massachusetts Congressional District, 4th Middlesex State Senatorial District, and the 25th and 26th Middlesex State Representative Districts.

INFRASTRUCTURE There are 95.27 miles of public streets and town ways, 24.36 miles of private streets open for travel, 6.11 miles of state highways and parkways, and 3.24 miles of paper streets. The permanent water system consists of 131.43 miles, and the sewer system consists of 117.37 miles. There are 77.37 miles in the Town's storm drain system, and the Town maintains 3,690 catch basins. There are 104.09 miles of permanent sidewalks.

TRANSPORTATION Arlington is bounded on the south by Route 2, a major transportation route allowing access to Boston and the western part of Massachusetts. Arlington is also a short distance from Interstate Routes 93 and 95. Other major routes that go through the town are Routes 2A and 3. Public transportation is provided through the Massachusetts Bay Transit Authority (MBTA) servicing the Greater Boston area with bus service and a subway system. Closest access to the subway system is through the Alewife Station located just over the Arlington border in Cambridge.

EDUCATION The Town of Arlington operates an excellent school system with seven elementary schools, one middle school and Arlington High School. The elementary schools are: Bishop School, 25 Columbia Road; Brackett School, 66 Eastern Avenue; Dallin School, 185 Florence Avenue; Hardy School, 52 Lake Street; Peirce School, 85 Park Avenue Extension; Stratton School, 180 Mountain Avenue, and Thompson School, 70 North Union Street. The Ottoson Middle School is located at 63 Acton Street. Arlington High School is located at 869 Massachusetts Avenue.

